

STUDENT HANDBOOK

PACIFIC
NORTHWEST
COLLEGE OF
ART

STUDENT HANDBOOK

President's Welcome	3
Mission Statement	4
Core Themes	5
Academic Calendar	5
Web Resources	6
Campus and Building Rules	7
General Info	13
Tuition	15
Financial Aid	20
Academic Policies	22
Transfer Students	34
Student Life	36
Campus Safety	40
Student Code of Conduct	44
Administrative Withdrawal Policy	52
Sexual Harassment and Misconduct Policy	58
College Policies and Procedures	74
Directories	82

PRESIDENT'S WELCOME

CONGRATULATIONS AND WELCOME TO PACIFIC NORTHWEST COLLEGE OF ART!

There has never been a better time to go into art and design. The world needs more artists and designers, and by choosing this career path you are embarking on a life of creative expression that will help to shape the world and make communities better. At PNCA you will become part of a community with talented, award winning faculty who truly care about your creative development. There are also dedicated staff to guide you and many of them are working artists as well. Finally, the current PNCA students will engage you in many ways and you will create relationships that will last a lifetime. These same students will also support you and your work along the way.

You'll explore, experiment, grow, and you will learn habits of mind and making that will make you a better artist and problem-solver. The things you learn here and the relationships you build will stay with you long after you've graduated. That's why we say that PNCA prepares you for a life of creative practice. Our BridgeLab Career Services Office will help ensure you learn how to be a working artist or designer starting the day you arrive.

This handbook is your guide to how things work at PNCA. It will help you understand policies and find resources you need to make your time at PNCA the best it can be. While you dig into classes and all of the experiences outside of the classroom/studio that make up your education in the broadest sense, know that all of us are here to support you every step of the way. I invite you to turn to faculty, staff, and your fellow students for questions, guidance, and resources both within the college and out in the world. And of course, my door is always open. I make sure I am accessible to all students. So please stop in. I am always interested in talking with a student about their work and experiences.

Thanks and have a great year!

Don Tuski, President

A handwritten signature in black ink, appearing to read 'Don Tuski', written in a cursive style.

MISSION STATEMENT

**PNCA PREPARES STUDENTS
FOR A LIFE OF CREATIVE PRACTICE**

CORE THEMES

STUDIO PRACTICE

GOAL: Students have the capacity to engage in advanced art and design making and thinking.

CRITICAL INQUIRY

GOAL: Students acquire the tools to examine existing and emerging cultural, social and political conditions and to make informed judgments.

WORLD VIEW

GOAL: Students show awareness of diverse cultures, recognize the interconnectedness of both natural and human systems, and understand that they share the world with others.

PROFESSIONAL PRACTICE

GOAL: Students have the capacity to sustain professional and creative growth.

ACADEMIC CALENDAR

FALL 2018

AUGUST 29 , WEDNESDAY

- ArtHouse Move In Day
- Graduate New Student Orientation

AUGUST 30 AND 31

New Student Orientation

SEPTEMBER 3, MONDAY

Labor Day Holiday, No Classes

SEPTEMBER 4, TUESDAY

First Day of Fall Semester Classes

SEPTEMBER 14, FRIDAY

Last Day to Add/Drop Courses

OCTOBER 9, TUESDAY

Educator's Day, No Classes

OCTOBER 26, FRIDAY

Last Day to Withdraw from College and receive any refund (see Refund Schedule)

NOVEMBER 5-9, MONDAY-FRIDAY

Majors Week

NOVEMBER 9, FRIDAY

Last Day to Withdraw from Courses

NOVEMBER 12, MONDAY

Veteran's Day (Observed), No Classes

NOVEMBER 13, TUESDAY

Registration for Spring Semester Begins

NOVEMBER 22-23, THURSDAY & FRIDAY

Thanksgiving Holiday, No Classes

DECEMBER 3 - 7

Fall Focus Week

DECEMBER 21, FRIDAY

Last Day of Fall Semester Classes

SPRING 2019

DECEMBER 22-JANUARY 21

Winter Break

JANUARY 14-18

Visual Studies Low-Res Winter session

JANUARY 21, MONDAY

Martin Luther King Jr Holiday,
No Classes

JANUARY 22, TUESDAY

First Day of Spring Semester Classes

FEBRUARY 1, FRIDAY

Last Day to Add/Drop Courses

MARCH 15, FRIDAY

Last Day to Withdraw from College and receive any refund (see Refund Schedule)

MARCH 23, FRIDAY

Last Day to Withdraw from Courses

MARCH 25-29

Spring Break

APRIL 15, MONDAY

Registration for Fall Semester Begins

APRIL 29 - MAY 3

Spring Focus Week

MAY 19, SUNDAY

ArtHouse Move-Out Day

MAY 17, FRIDAY

Last Day of Spring Semester Classes

MAY 19, SATURDAY

Commencement

MAY 27, MONDAY

Memorial Day

SUMMER 2019

MAY 20, MONDAY

Overall Summer Session Begins

JUNE 17, MONDAY

Graduate Summer Session Begins

JUNE 21, FRIDAY

Last Day to Add/Drop Courses

JULY 4, THURSDAY

Independence Day Holiday, no classes

JULY 12, FRIDAY

Last Day to Withdraw from Courses

AUGUST 9, FRIDAY

Graduate Summer Session End

AUGUST 14, WEDNESDAY

Summer Commencement

AUGUST 16, FRIDAY

Overall Summer Session Ends

WEB RESOURCES

STUDENT E-MAIL

mail.pnca.edu

HOMEROOM

PNCA'S LEARNING
MANAGEMENT SYSTEM AND
COMMUNITY RESOURCE

homerroom.pnca.edu

SELF-SERVICE

REGISTRATION, RECORDS &
STUDENT ACCOUNTS

reg.pnca.edu

CAMPUS MAP

campus.pnca.edu

CAMPUS DAILY SCHEDULE

schedule.pnca.edu

EVENT CALENDAR

cal.pnca.edu

ALBERT SOLHEIM LIBRARY

library.pnca.edu

TECHNOLOGY / FACILITIES HELP

ONLINE HELP TICKET SYSTEM

help.pnca.edu

PURCHASING TECHNOLOGY AT A DISCOUNT

store.apple.com/us_edu_192894

PNCA'S DIGITAL ARCHIVE

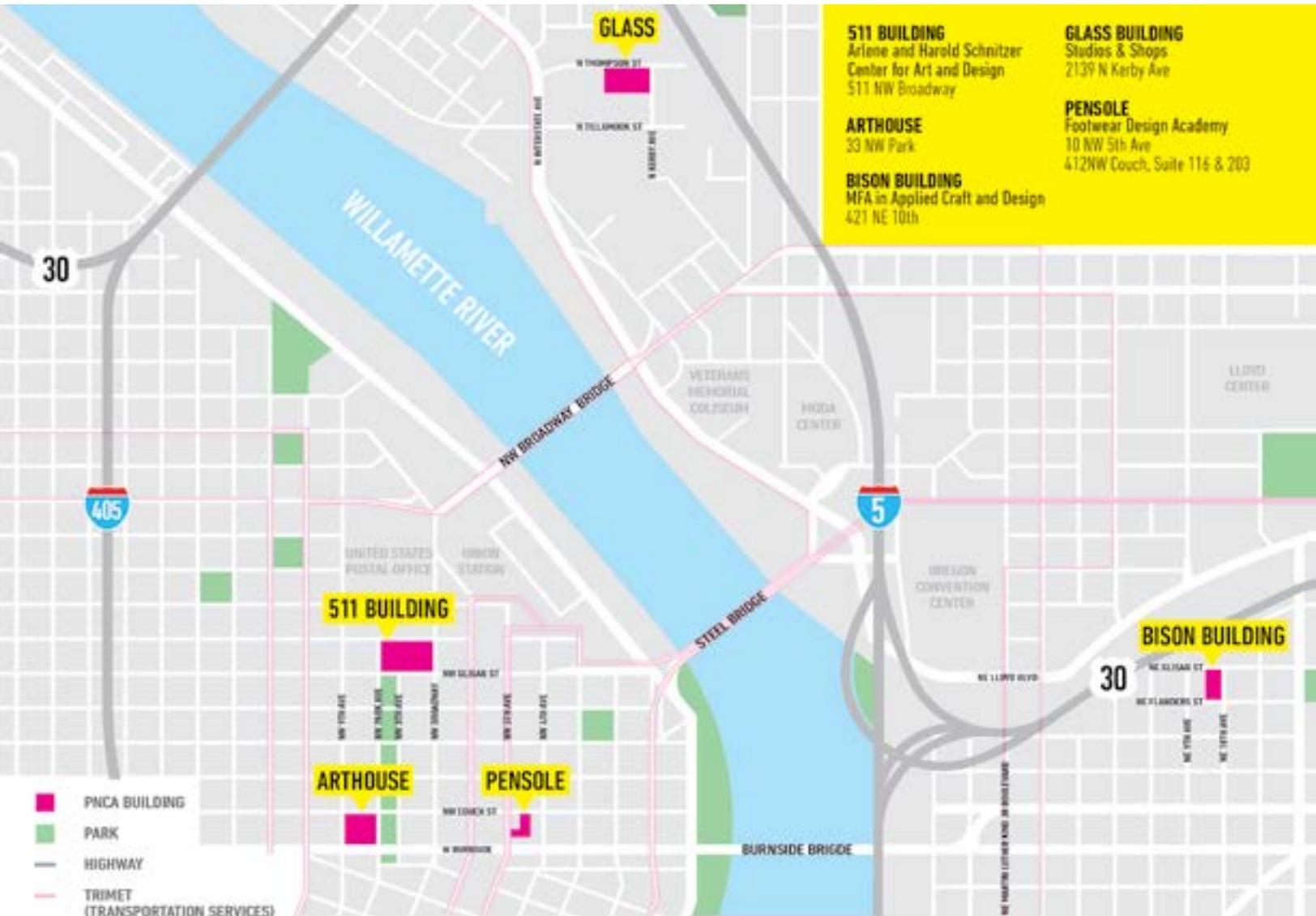
INCLUDING THE HISTORICAL
EVENTS, THESIS PROJECTS
AND ARTWORK OF OUR
COMMUNITY

mimi.pnca.edu

THE CAMPUS

IN 2010-2011, PNCA CELEBRATED ITS CENTENNIAL AS THE NORTHWEST'S LEADING ART SCHOOL

PNCA's campus is comprised of the Arlene and Harold Schnitzer Center for Art and Design Main Campus Building, Falcon Building, and the MFA in Applied Craft and Design Bison Building Studios, all exciting places in which to explore creativity.



- GLASS**
- 511 BUILDING**
Arlene and Harold Schnitzer Center for Art and Design
511 NW Broadway
- ARTHOUSE**
33 NW Park
- BISON BUILDING**
MFA in Applied Craft and Design
421 NE 10th
- GLASS BUILDING**
Studios & Shops
2139 N Kerby Ave
- PENSOLE**
Footwear Design Academy
10 NW 5th Ave
412NW Couch, Suite 116 & 203

TECHNOLOGY ON CAMPUS

PNCA's Arlene and Harold Schnitzer Center for Art and Design is outfitted with both smart classrooms for projection and lecture as well as classrooms with Apple iMac stations installed with a variety of industry standard software packages. Advanced labs include specialized equipment to support specific programs and output such as a laser production printer, large format inkjet printers, flatbed scanners, a virtual drum film scanner, 4k and 5k editing stations, Wacom Cintiqs, and a sound isolation booth.

Technology Support (see p. 14) offers the checkout of a wide range of equipment and resources for the experimentation, production, and exhibition of media based artwork as well as support with your personal device and campus machines.

For more information please refer to the Technology Homeroom website: homeroom.pnca.edu/sites/3354

PNCA recommends that students own a laptop computer to assist in their studies and take advantage of our Laptop Software Program, which provides a free Adobe Creative Cloud subscription, Microsoft Office suite software, and drivers that enable printing to campus printers directly from your personal device. We have partnered with Apple to offer laptop bundles to meet the technology requirements of your area of study at discounted prices. For more information visit the Laptop Program page here:

homeroom.pnca.edu/sites/4247 and shop at the online PNCA Apple Store: www.apple.com/edu/pnca

CENTER FOR CONTEMPORARY ART & CULTURE

The Center for Contemporary Art & Culture is a platform for cultural production including exhibition, lecture, performance, and publication. Housed within PNCA in the 511 Gallery and the Dorothy Lemelson Innovation Studio, the Center throws open its doors to the greater public to foster conversation and community. The Center for Contemporary Art & Culture is a teaching resource that supports PNCA's curriculum by exhibiting the work of regional, national and international contemporary and historical artists highlighting 21st century art and design practices. To bring new perspectives and resources to the PNCA community, the Center focuses on

artists from outside of the Pacific Northwest region. They are invited to lecture, critique, and conduct studio visits or workshops with students while on campus during their visits. Students are encouraged to assist the artists with management and installation of the exhibitions. The Center is the steward of the permanent collection of Museum of Contemporary Craft. For more information about the Center for Contemporary Art & Culture and its programs, or to become a volunteer, please contact the Director at [503.821.8969](tel:503.821.8969).

ALBERT SOLHEIM LIBRARY

The Albert Solheim Library, located on the ground floor of the Arlene and Harold Schnitzer Center for Art and Design, has a rich collection of books, DVDs, magazines, sound effects, videos, and specialized subscription databases (both image and text). Students are encouraged to make suggestions for materials to add to the collection. To search the online catalog or databases, visit library.pnca.edu. The library space includes three group study rooms (two have viewing screens), all of which can be reserved by students.

Other amenities in the library include a color photocopier, multi-use computer workstations, two scanners and plenty of comfortable places to read. Library staff members are available to help students during hours of operation.

Check the library website for current hours: library.pnca.edu

PARKING

There is no parking available in the lot west of the 511 Broadway building. There is a Smart Park Garage at the corner of Northwest Lovejoy Street and Northwest Station Way that offers 24-hour parking to PNCA students for \$105 per month. To receive this offer you must go to the Smart Park main office at 610 SW Alder Street with your PNCA ID. There is ample metered parking around the 511 Building.

NORTHWEST FILM CENTER

The Northwest Film Center is a place where individuals find and cultivate their personal voices as storytellers and image makers, and audiences explore our region and the world through the big screen. Their theater, classrooms and facilities welcome a diverse cross-section of community members for film appreciation, skill- and community-building and technical support. The Film Center's year-round exhibition program features thematic series, special retrospectives, and visiting artists' presentations. The Northwest Film Center offers classes and seminars in film and digital video production, animation, and screen writing. These classes may be taken for PNCA credit. The Film Center also offers unpaid internships on a year-round basis. The Film Center's administrative offices and classrooms are located at 934 SW Salmon Street. For more information, contact the NWFC at 503.221.1156 or visit: www.nwfilm.org

PORTLAND ART MUSEUM

Portland Art Museum is located in Portland's Cultural District at 1219 SW Park Avenue, just a few blocks north of Portland State University. The Museum's collection is diverse, with particular strengths in European and American painting and sculpture, English silver, Native American art, the arts of East Asia, contemporary art, prints, and photographs.

PNCA students are eligible for a FREE College Creative License, which grants free admission to all exhibitions; admission to most lectures, talks, and tours; at least \$1 off NW Film Center screenings; and a regular e-newsletter featuring recommended events, art news, and opportunities. Register online at portlandartmuseum.org/creativelicense then enter the promo code P1617 to bring the cost to \$0. A valid College Creative License is required for free admission.

The Haber Study Room of the Gilkey Center for Graphic Arts, located in the Museum's lower level, contains a print reference library and facilities for viewing prints, drawings, and photographs from the collection. It is open by appointment only; call 503.276.4212. If you wish to draw or sketch in the galleries, you may do so with a pencil and a sketchbook (no pens or charcoal). Easels are not permitted.

Visit portlandartmuseum.org, or call 503.226.2811 for more information.

PICA AND TBA:PNCA

All PNCA students are members of PICA (Portland Institute for Contemporary Art). PICA's Resource Room, which is free to the public, has an extensive collection of materials about contemporary art. PICA's Time-Based Art Festival (TBA), an international art and performance extravaganza, is part of PNCA's curriculum during September. Students are given passes to attend events and participate in workshops with performance artists, filmmakers, dancers, and visual artists from around the world. PICA is located at 415 SW 10th Avenue. For more information visit www.pica.org or call [503.242.1419](tel:503.242.1419)

STUDENT GALLERIES

Two Student Gallery Coordinators manage the galleries on campus that are reserved for student exhibitions. B10 is located in the east side of the basement. Gallery 157 is on the first floor next to the 511 gallery. The Albert Solheim Library also houses a small student gallery, the Thumb gallery, west of the library entrance. These galleries are open to graduate student candidates and undergraduate students. For information on proposing an exhibition in one of the student galleries, come to Student Council and talk with the Student Gallery Coordinator, check out the Student Gallery Homeroom site, and watch the bulletin boards for details on exhibiting in the two student galleries.

SENIOR THESIS STUDIOS

At the beginning of the academic year, studio spaces for seniors are assigned by the BFA Thesis Director. All students who have a studio are required to sign a lease agreement. The studios are continually monitored by security and facilities personnel who, as representatives of the College, implement the policies and procedures for the studios. The studios are open

24 hours a day, seven days a week, to students with appropriate security clearance. All students must vacate their studios by the deadline posted at the end of the academic term. Use of food products for projects stored inside the studios must be authorized by the Academic Affairs Office prior to construction and/or installation.

3D SHOPS

All students must adhere to the posted policies and procedures governing access to and use of the 3D Shops at PNCA. Use of the metal shop or wood shop tools and equipment must be authorized by the technicians, and the technicians must be present when the shops are in use.

MAIN BUILDING HOURS

The College's regular hours during Fall and Spring semesters are:

7:00 am - 2:00 am every day

Summer hours:

8:00 am - 10:00 pm everyday

On weekends and after PNCA office hours (9:00am- 5:00pm, weekdays) you are required to sign in and sign out at the Reception Desk with the guard on duty. During regular hours you may have a guest in your studio (see Visitors, page 14), but the guest must also sign in and out with the guard. Guards can not leave their post to locate students for visitors. In the evening and on weekends, studios may be in use by the Community Education program. Community Education classes have priority in the studio when their classes are in session. School holiday hours are posted at the Reception Desk. Summer hours vary and will be posted at the Reception Desk.

BUILDING RULES

ATTIRE

Where no conflict with classes or projects arises, PNCA Facilities asks students to observe minimum dress requirements, including shoes and a shirt.

BIKES

The Pedal Garden, near the NW corner of the 511 Building, is a bicycle parking facility dedicated to the PNCA biking community. It was designed, created, and installed by PNCA students and stands in memory of PNCA student Tracey Sparling, who was killed in a bike accident in 2007. There are several additional bike parkings spaces on the West side of the building, and a limited number of hanging bike storage spaces on the first floor.

Bicycle theft is the most prevalent crime at PNCA. Lock your bike well with a U-lock and separate cable lock through the tires if possible. Bicycles left unattended are prohibited in PNCA common spaces and hallways. Unattended bicycles found in those locations will be impounded by PNCA Campus Safety. Bike parking is not allowed on any of the handrails or inside the main campus building. Bicycle safety is essential. PLEASE WEAR A HELMET and, at night, use bike lights (required by law)!

CHILDREN IN BUILDINGS

Children under 12 years of age are not allowed in the school unless they are enrolled in a PNCA class or are accompanied by an adult. Children may accompany you to your locker or studio, but they are not allowed to remain in the building while you work in your studio.

COLLEGE CLOSINGS

In case of inclement weather, please check www.flashalert.net/id/pnca. You can also call PNCA's main number 503.226.4391, or check the PNCA website for information about school closure or delay. PNCA will make every attempt to update the inclement weather message on the College's main number.

The College may be closed between semesters and during other school breaks at the discretion of the president. Such closures will be announced in advance.

DESIGNATED POSTING AREAS

Please use only the designated posting areas on campus. These areas are areas around water fountains, first aid kits, designated bulletin boards, stairwell landings, and elevators (inside and out). Information posted elsewhere will be removed. Information about off-campus events should be placed on the designated posting area at the east end of the historic corridor on the first floor. To save paper, we encourage many events, activities, and notifications to be posted on Homeroom (homeroom.pnca.edu) as well as cal.pnca.edu.

PETS

(See page 80) Animals are permitted in most PNCA buildings only if they are leashed, well-behaved and attended at all times, and registered with the director of legal services. Pets are not allowed in any classes, studios, or labs unless they are pre-approved by the instructor or are certified service animals. Pets are not permitted in any of the sculpture studios at any time. Only certified service animals are allowed in the Albert Solheim Library. Any animal showing aggressive behavior is not allowed on the PNCA campus.

Please see page 80 to learn how to register your pet.

SMOKING

PNCA is a smoke-free campus. In accordance with the Oregon Clean Air Act, smoking is not permitted inside any PNCA building. This includes student residences, studios, classrooms, hallways, stairwells, restrooms, lounge areas, and elevators. This policy includes the use of 'vaping' devices, as well as the use of medical marijuana.

Under the Oregon Clean Air Act, people may smoke outside the building at a distance of 25 feet or more from building entrances-though not in locations where smoke can enter through building windows. For this reason, smoking is not permitted at the 511 NW Broadway Building entrance or at the 321 NW Glisan building entrance, loading dock, or stairs. On January 1, 2018, Oregon became the 5th state to increase the legal age of tobacco possession to 21.

PNCA community members are expected to follow all state and federal laws. Any member of the campus community - including staff, faculty, and students - who violate this policy is subject to sanctions, which may include an oral reprimand, a written warning, disciplinary probation, suspension, dismissal, or any form of discipline or sanction the College deems appropriate. Any complaints about violations of the smoking policy should be brought to the attention of the Director of Campus Safety or the Facilities Manager, who will intervene as they deem appropriate.

VANDALISM

Any student vandalizing College property, including the buildings themselves, will be responsible for clean-up, repair, and/or replacement of damage, and, in some cases, may be dismissed from the College. Vandalism includes 'tagging', unauthorized, or 'guerrilla' installations, any mark that obscures or defaces fire, safety, or way-finding signage, or anything that blocks access, egress or escape routes.

Students are responsible for vandalism caused by their guests as well as for damages caused by their own negligence. Repair of damages will be charged to the student's account.

VISITORS

Visitors are only allowed on the first floor of the Main Campus Building and in the Albert Solheim Library, unless accompanied by a student or faculty/staff member.

If you are expecting a visitor, plan to meet them at the Reception Desk. The receptionist or guard can not leave the Reception Desk to locate you for your visitor.

GENERAL INFORMATION

CHANGE OF ADDRESS

You must update your Self-Service (reg.pnca.edu) account profile with any changes to your address and/or telephone number. Receipt of grades, financial aid materials, emergency alerts, and other important communication depends on PNCA having your accurate contact information. Address change form is also available in the Registration office.

CONTACTING FACULTY AND STAFF

If you want to leave a message for a faculty or staff member, place it in the appropriate mailbox in the mailroom, Room 266. You can also get faculty contact information (e-mail or office phone number) from Academic Affairs in Room 212. A full list of faculty, staff, staff offices, and their contact information is included in the Directory at the end of this handbook.

KEYS

Keys are issued by the Facilities Department in room 210. You will be required to fill out a key agreement form, and return all keys when you no longer need them. If you are authorized to carry keys to college facilities, either on a long-term or short-term basis, you are responsible for lost or stolen keys and for the cost of key and/or lock replacement.

PRINTING/ COPY MACHINES

There are two laser printers for general student use capable of scanning, copying, and printing. One copier is located in the Library (room 114) and another in the Student Lounge (room 501). There is also a high quality laser production printer capable of printing on a wide range of media, and offering booklet and advanced finishing options located in the Production Center, Room 406. Large format printers for inkjet output are available in the Digital Print Studio, Room 507 and the Production Studio, Room 407. Students may accrue printing charges up to \$250.00 per month if their account is in good financial standing. Printing charges will be applied to a student's account by the Student Accounts Office after the 1st of the preceding month. If a student needs to exceed the \$250.00 limit they will need to talk to Student Account staff.

LOCKERS

Lockers are assigned during the first week of classes, and rent for \$20 per semester. Locker assignments include the combination for the lock attached to the locker. Solvents, flammable materials, or hazardous or illegal products may not be stored in the lockers. Students are responsible for emptying their lockers and cleaning them inside and out at the end of spring semester. Students who have damaged their locker or who leave contents after the clear out date, will be charged a fee up to \$50.

ID CARDS

Students are required to have and may be asked to present their PNCA photo ID card at any time on campus. When activated by the Technology Staff, ID cards can grant you access to select facilities including Make+Think+Code, and the Digital Print Studio. ID cards are produced during Orientation and by appointment via Technology Support, room 509, (helpticket.pnca.edu). All students have access to their digital ID by logging onto <http://id.pnca.edu>. Lost or stolen ID cards must be reported to Technology Support Staff and replacement cards will incur a \$15.00 fee to your Student Account.

LOST AND FOUND

Lost and Found is located at the in the Campus Safety Office, Room 166, across from the front reception desk. Please inquire with the receptionist or guard at the front desk if you have misplaced something. Found items are dated and are disposed of or donated after two weeks if not claimed. PNCA is not responsible for personal belongings. Keep your personal belongings secure. All items left at the College after the end of each semester are donated.

TECHNOLOGY SUPPORT / CHECKOUT

Technology Support is centered in Room 509 and offers campus wide support for all of our technology including printers, computers, software, and AV. Technology also offers checkout of a wide variety of equipment for all currently enrolled degree-seeking students for the production, exhibition and experimentation of media based academic projects. Included in our inventory are digital still and video cameras, medium and large format film cameras, studio and location lighting, audio recorders, drawing tablets, tool kits, projectors, monitors, speakers, computers and much more. Not all items are available to all students. Many specialized items require advanced access established by class enrollment and/or prior training and experience to be determined by the Technology Checkout Manager. There is no fee to borrow equipment, but late returns, lost equipment, or damages to any equipment will result in a fine and/or loss of privileges. For hours, a list of available equipment, policies, and more information please visit the Technology Checkout Homeroom site: homeroom.pnca.edu/sites/797.

STUDENT EMAIL

All PNCA BFA, MFA, and MA students are issued an email account through the College's Technology department. This Google Apps for Education account will be used by faculty and staff to communicate official College business to you, including important announcements, opportunities, and deadlines. You are required to use and check your PNCA email on a regular basis, and will be held responsible for any information sent to you.

If you need help with Gmail, please submit a Help Ticket by visiting helpticket.pnca.edu or contact Technology Support Staff (helpticket@pnca.edu or 503.821.8906).

To reset your email and PNCA passwords, please visit pnca.edu/reset.

STUDENT MAIL FILES

Mail files are located in the Student Lounge in Room 501 for your convenience in leaving messages for other students. Faculty will often return graded papers to your mail file.

TOOL CHECK-OUT SERVICE

Tool check-out service is provided to students by the Facilities Department in room 210, from 8am to 5pm, Monday to Friday. The tool check-out service allows students to use tools when making art outside of the shops or after shop hours. Tools are only available to students currently enrolled in PNCA's BFA, MFA, or MA programs.

Checkout is limited to 24 hours (with the possibility of renewal) to ensure that the service provides equal opportunity to all students. The tools in this check out are the only tools available to students. A limited selection of hand tools, as well as carts, ladders, and hardware, can be found in the Facilities workshop in B14. The Facilities department does not lend out power tools.

TUITION

2018-2019 GRADUATE TUITION AND FEES

Students are responsible for paying all tuition and fees legitimately charged to their student account. Students who have an outstanding balance must go to the Student Accounts Office for information on how to pay their outstanding balance.

An outstanding balance will result in a hold on the student's grades, transcripts, and diploma. New students have until the first day of the semester (September 4, 2018 and January 22, 2019) to make or arrange payment.

FULL-TIME (12-18 CREDITS)* TUITION & FEES PER SEMESTER

Tuition: Collaborative Design / Print Media / Visual Studies	\$ 18,925
Tuition: Applied Craft & Design	\$ 18,575
Tuition: Critical Studies	\$ 14,775
Tuition: Visual Studies Low-Residency (\$21,350 average per year)* per credit hour	\$ 1,120
Student Activity Fee: all students	\$ 100
Technology Fee: all students	\$ 225
Health Insurance: all students**	\$1,305.50 (new VSLR cohort \$1,550.00 SU-FA)

***Health insurance is required for all students taking 6 or more credits who do not already have health insurance.*

The health insurance fee will be waived upon proof of current health insurance coverage. Health Insurance Waiver Forms may be obtained in the Student Accounts office or submitted online by going to pnca.edu/admissions/registration_forms

Students taking less than 6 credits may purchase the College's student health insurance if desired.

2018-2019 BFA + POST-BACCALAUREATE TUITION AND FEES

Students are responsible for paying all tuition and fees legitimately charged to their student account. Students who have an outstanding balance must go to the Student Accounts Office for information on how to pay their outstanding balance.

An outstanding balance will result in a hold on the student's grades, transcripts, and diploma. New students have until the first day of the semester (September 4, 2018 and January 22, 2019) to make or arrange payment.

FULL-TIME (12-18 CREDIT) TUITION & FEES PER SEMESTER

Tuition: all students	\$ 19,125
Student Activity Fee: all students	\$ 150
Technology Fee: all students	\$ 225
Health Insurance: all students**	\$1,305.50

OVER 18 CREDIT HOURS TUITION & FEES PER CREDIT HOUR OVER 18

Tuition	\$ 1,563
Student Activity Fee	No Additional
Technology Fee	\$ 17

***Health insurance is required for all students taking 6 or more credits who do not already have health insurance.*

Students taking less than 6 credits may purchase the College's student health insurance if desired.

The health insurance fee will be waived upon proof of current health insurance coverage. Health Insurance Waiver Forms may be obtained in the Student Accounts office or submitted online by going to pnca.edu/admissions/registration_forms

UNDER 12 CREDIT HOURS

TUITION & FEES PER CREDIT HOUR

Tuition	\$ 1,563
Student Activity Fee (flat fee)	\$ 75
Technology Fee	\$ 19
Health Insurance Fee: (6-11 credits enrolled)**	\$1,305.50 (flat fee)

UNDER 12 CREDIT HOURS

TUITION & FEES PER CREDIT HOUR

Studio rental, per semester	\$ 600
Studio damage charge	\$ 150
Late registration, per semester	\$ 250
Locker rental, per semester	\$ 20
Audit Fees (per credit hour)	\$ 635
Late Fee-Finance Charge (per month)	1% of balance
Payment Plan Fee (per semester)	\$ 30
Payment Plan Late Fee (per month)	\$ 15
Wire Transfer Fee (per transaction)	\$ 40

***Health insurance is required for all students taking 6 or more credits who do not already have health insurance.*

Students taking less than 6 credits may purchase the College's student health insurance if desired.

The health insurance fee will be waived upon proof of current health insurance coverage. Health Insurance Waiver Forms may be obtained in the Student Accounts office or submitted online by going to pnca.edu/admissions/registration_forms

STUDENT HOUSING

FURNISHED APARTMENTS, PER 8/23/2018 THROUGH 5/12/2019 CONTRACT

Shared Studio	\$8,608
Shared Multi-Bedroom	\$9,770
Private Multi-Bedroom	\$14,080
Private Studio	\$17,214
Residence Life Program Fee (required, non-refundable)	\$75/semester
Renter's Insurance (required, non-refundable)	\$74.50/semester

BILLING STATEMENTS

The College maintains records, processes payments, and mails monthly statements to all accounts that have a balance over \$10. Monthly statements are posted online at reg.pnca.edu. It is the responsibility of each student to ensure that all credits and/or adjustments have been correctly applied to his or her account. It is also the responsibility of each student to ensure that the College has his or her current billing address. Students with a prior balance in excess of \$200 will have their registration put on hold.

BILLING STATEMENTS

Payment for each semester, less any certified loans and/or accepted grants and scholarships, is due in full prior to the start of classes. PNCA accepts cash, check (made out to PNCA), debit or credit card (Visa, MasterCard, Discover) for payment. Payment can be made online at reg.pnca.edu. Failure to receive anticipated financial aid does not excuse the student's obligation to pay the full amount due to the College. Students who have an outstanding balance must contact the Student Accounts Office for information on how to settle their account. Any outstanding balance will result in a hold on the student's grades, transcript, ability to register for classes, and diploma. Past-due accounts are subject to a monthly 1% finance charge.

PAYMENT PLAN

Students have the option of paying for each semester in up to five monthly installments.

The first payment for fall semester may be made as early as July, but must be received no later than the start of classes. Subsequent payments are due on the last day of each month. This payment arrangement must be made with and approved by the Student Accounts Office.

Accounts must be paid in full by the last day of each semester. The payment plan is interest-free but is subject to a \$30 processing fee each semester. Late payments are subject to a \$15 late fee for each month past due. Unpaid payment plan balances are subject to a monthly 1% finance charge.

WITHDRAWING FROM THE COLLEGE

In order to officially withdraw from PNCA, students must complete and submit a College Withdrawal Form, available in the Registration Office. Students who officially withdraw from all courses may be eligible for a partial refund. See page 32 for refund information.

REFUNDS

No refund will be made for students who withdraw after the eighth week of classes.

Refunds apply to tuition only; fees are not refundable. Tuition and fees are not transferable to another semester. PNCA will not reduce tuition due to absence from a class, regardless of the reason for the absence. If a student withdraws, all institutional aid (grants and scholarships awarded by PNCA) will be removed in full from the student's account.

Federal law requires PNCA to return all or part of a student's Title IV aid to its source. Only students who have submitted a College Withdrawal Form to the registrar will receive a refund of tuition charges, if applicable. Students should be aware that they may owe a balance to the College if they officially withdraw from all courses. See page 41 for more information about withdrawing from the College.

COLLECTIONS

The College will continue to withhold all diplomas and academic transcripts from any student until such time as the debt is paid. Please be aware that maintaining a current account is the personal responsibility of each student. Without exception, collection action will be taken against the student, not a parent or other party. If the College refers a student's delinquent account to a collection agency or an attorney, these costs, plus administrative expenses associated with the collection effort, including court costs, will be due and payable by the student. In this instance the account will no longer be held by the College, and the student will have to direct all inquiries and payments to the collection agency.

FINANCIAL AID

APPLYING FOR FINANCIAL AID

Students who wish to receive financial aid must apply each academic year. The application for Federal Student Aid (FAFSA) for 2018-19 will be available online at www.fafsa.ed.gov beginning October 1, 2018. Students who complete their FAFSA before February 1, 2019, have priority in the awarding of financial aid. Please refer to the College catalog and PNCA website for additional information. The Financial Aid Office is located on the second floor of the 511 Building (Room 265).

TYPES OF FINANCIAL AID

There are two categories of financial aid:

1. Gift Aid: generally refers to GRANTS and SCHOLARSHIPS. These are funds you are not required to pay back.
2. Self-Help Aid: generally refers to CAMPUS EMPLOYMENT and LOANS. Loans must be paid back

GRANTS

Grants are gifts of tuition assistance from federal, state, and PNCA sources for undergraduate students with financial need. PNCA administers grants from the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Oregon Opportunity Grant, and PNCA Institutional Grants.

SCHOLARSHIPS

PNCA scholarships for new students are awarded on the strength of their admissions application, including the essay, portfolio, and grades. PNCA merit scholarships for returning students are awarded on the basis of classroom performance in the previous year, or by competition. Scholarship recipients may be required to write thank you letters before the scholarship funds will be disbursed.

A listing of more than forty PNCA scholarships is published on the PNCA website: pnca.edu/admissions/fa/c/scholarships

CAMPUS EMPLOYMENT

Federal Work-Study (FWS) is a federally funded student employment program. A FAFSA form is required in order to be considered for FWS funds, and priority is given to students who complete the FAFSA before February 15. Students who are eligible to receive FWS will find the award listed on their Financial Aid Award Letter. In order to work on campus, students must be eligible to receive FWS funds and must apply for a FWS position. Eligible students whose skills best fit the needs of the hiring department will be considered first. Students are paid for their work in the form of a paycheck at the end of the month. Federal Work-Study funds are not applied to tuition and fees, but can be used for other educational expenses. Available Work-Study positions are posted on the PNCA|JobWorks website (pnca.edu/jobworks). Graduate students who elect to participate in the Federal Work-Study program may be required to revoke a portion of loan eligibility.

For more information, please contact the Financial Aid Office

LOANS

Student loans are considered to be a form of self-help aid and must be repaid. PNCA participates in the Federal Direct Stafford Loan Program and the Federal Direct PLUS Loan Program (for parents of dependent students and graduate students). Students interested in receiving student loans must first complete a FAFSA. Additional instructions and eligibility requirements will be provided in the student's Financial Aid Award Letter. For current interest rates and fees, visit: studentaid.ed.gov/loans.

ALLOWANCE FOR THE TIMELY PURCHASE OF BOOKS AND SUPPLIES

To help pay for books and supplies, students whose anticipated financial aid exceeds their balance due may qualify for an Emergency Student Loan of up to \$500 prior to the issuance of financial aid refund checks. If qualified, a student can request an Emergency Student Loan by contacting the Student Accounts Office. A complete list of eligibility criteria is available in Student Accounts. Requests can be made up to one week prior to the beginning of the semester. Emergency Student Loan funds are paid to the student in the form of a check.

ALLOWANCE FOR THE TIMELY PURCHASE OF BOOKS AND SUPPLIES

To help pay for books and supplies, students whose anticipated financial aid exceeds their balance due may qualify for an Emergency Student Loan of up to \$500 prior to the issuance of financial aid refund checks. If qualified, a student can request an Emergency Student Loan by contacting the Student Accounts Office. A complete list of eligibility criteria is available in Student Accounts. Requests can be made up to one week prior to the beginning of the semester. Emergency Student Loan funds are paid to the student in the form of a check.

OFFICIAL WITHDRAWAL & FINANCIAL AID

If you withdraw from the College during a semester, all institutional aid (grants or scholarships awarded by PNCA) will be removed in full from your student account. In addition, PNCA may be required to return all or part of your federal financial aid. A review of your federal aid will be performed within 30 days of your withdrawal to determine any adjustments required by law. You will be notified of these changes in writing. Unearned "F" grades (awarded if you cease attendance in one or all of your classes but do not officially withdraw) are treated as "W" grades for purposes of federal financial aid review and adjustment. For more detailed information regarding the Federal Return To Title IV (federal aid) calculation, please contact PNCA's Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS

(Warning, Disqualification, Probation)

Students who receive federal, state or institutional aid must be making progress toward the completion of their degree in order to remain aid-eligible. Satisfactory Academic Progress (SAP) is reviewed after each semester using the following minimum requirements in these three areas::

- 1) Minimum Grade Point Average: Students must meet the minimum GPA requirements (both semester and cumulative)

Undergraduate Students	2.0
Graduate Student	3.0

- 2) Completion Rate: Students must successfully complete at least a minimum percentage of all credit hours attempted. This percentage includes all PNCA credit hours (including repeated coursework) and transfer credit hours, regardless of whether or not financial aid was received. Grades of F, W and I are not considered to be adequate grades for completion.

Undergraduate Students	67%
Graduate Student	67%

- 3) Maximum Credit Hours: Students are expected to complete their degree pursuits within a maximum timeframe (including transfer credits and PNCA attempted hours). Students may not receive financial assistance beyond the following

Undergraduate Students	180 semester credit hours
Graduate Students (excluding Critical Studies Program):	90 semester credit hours
Graduate Students (Critical Studies Program):	67.5 semester credits hours

Students who meet or exceed SAP minimum requirements remain in good standing with financial aid. Students who fail to meet SAP minimum requirements are placed on financial aid warning and are given one additional semester of funding, during which they must make up their deficiencies. Each student placed on financial aid warning will be notified via letter of his or her warning status, and of the steps necessary to ensure continued eligibility for financial aid.

If a student does not make up deficiencies within one semester of being placed on financial aid warning, he or she will be disqualified from receiving further financial aid through PNCA. Students who disagree with their disqualification status or have mitigating circumstances may petition the director of Financial Aid for a review of their particular situation. If an SAP petition is approved, the student will be placed on financial aid probation for one additional semester and/or until the terms of the probation are met by the student. Satisfactory Academic Progress for financial aid purposes is distinct and separate from a student's academic standing with the College.

ACADEMIC POLICIES

MFA DEGREE REQUIREMENTS

The MFA degree program requires 60 credits of graduate study. Requirements for MFA degree programs and course descriptions are available at www.pnca.edu. The Graduate program does not accept transfer credit. Changing programs within the Graduate program is only available with the approval of the Academic Dean and the Dept. Chairs. These exceptions may affect a student's financial aid package and/or requirements to complete the degree.

MA DEGREE REQUIREMENTS

The MA in Critical Studies degree program requires 45 credits of graduate study. The MA in Design Systems degree program requires 40 credits of graduate study. Requirements for majors and course descriptions are available at www.pnca.edu. The Graduate program does not accept transfer credit. Changing programs within the Graduate program is only available with the approval of the Academic Dean and the Dept. Chairs. These exceptions may affect a student's financial aid package and/or requirements to complete the degree.

BFA DEGREE REQUIREMENTS

A minimum of 120 credits is required to earn the Bachelor of Fine Arts degree. For all majors this includes: 75 in studio, 33 in Liberal Arts and Sciences, and 12 in Art History. Of the studio credits, 15 are required courses in the Foundation program, at least 36 are the required courses in the studio major, and the remainder are available for studio electives. Requirements for majors and course descriptions are available at www.pnca.edu. A minimum two-year residency at the College is required.

SELECTING A MAJOR

You will choose a major at the end of your Freshman Year. Consult with Area Chairs, Department Heads, and your faculty advisor for more information. In the fall, there is a Majors Week as well as opportunities to meet with Faculty Mentors, Area Chairs and Department Heads to ask questions and gather information about making the best choice.

CHANGING YOUR MAJOR

You may change your major at any time, but due to course requirements within each area, additional coursework may be required, which could possibly extend your time at the College. If you would like to change your area of concentration, schedule an appointment with your faculty advisor, Area Chair, or Department Head to plan a course schedule that will allow you to graduate in a timely fashion. You must submit a Declared/Change of Major form, available in the Registration Office, to the Registrar.

ATTENDANCE

The College expects students to attend all of their scheduled classes. Instructors have the right to lower a student's grade for absences. Attendance policies and procedures are included on every course syllabus. If you must miss classes due to illness or extenuating circumstances, be sure to inform your instructors and discuss the assignments you have missed to determine whether the work can be made up.

CREDITS

PNCA is on a semester-credit system. One semester-credit represents three hours of work per week for 15 weeks. Each lecture hour of class in Liberal Arts and Science requires a minimum of two hours of work outside of class.

PNCA typically offers 3 credit Studio courses that meet for 6 hours of classroom time and require 3 hours of work outside of class per week. Liberal Arts and Science courses offered for 3 credits meet for 3 hours and require 6 hours of work outside of class per week.

ENROLLMENT STATUS

Admitted students may enroll on a full-time (minimum of 12 credits per semester) or part-time (fewer than 12 credits per semester) basis. Courses taken concurrently at other schools do not count towards PNCA enrollment status. If a student changes to part-time status, their financial aid award will be adjusted accordingly.

REGISTERING FOR COURSES

Students register for courses with PNCA Self-Service reg.pnca.edu each semester during the dates listed in the academic calendar. (see page 5 or the Registration page on Homeroom). Registration is available for returning students before the end of the previous semester. By registering for courses, you are agreeing to pay in full all tuition and fees associated with your schedule, whether or not you attend all classes. If you register after classes have begun you will be charged a \$200 late registration fee.

ADD/DROP

You may add or drop courses during the first two weeks of the Fall and Spring semester through Self-Service reg.pnca.edu. Courses dropped during the Add/Drop period will not appear on your transcript. After the Drop/Add period, you are financially and academically responsible for all classes appearing on your schedule. Note that Summer semester is condensed and therefore will have a shortened add/drop period (see Academic Calendar).

AUDITING POLICY

Auditing a BFA course for non-credit is an option for students who are not interested in obtaining credit. Auditing a course is allowed on a space-available basis and with the permission of the instructor. Permission to Audit forms are available in the Registration Office. Audited courses do not count as credits earned toward a degree, nor do they affect the student's GPA. No additional tuition will be charged for full-time students.

Part-time students will be charged \$635 per credit hour. You must contact an academic advising or your Department Chair for approval to take a course for non-credit.

WITHDRAWAL FROM A COURSE

After the Add/Drop period, your schedule is final and you are financially and academically responsible for all courses on your schedule. You may, however, withdraw from a course up through the tenth week of the semester. To withdraw from a course, complete the Course Withdrawal Form in the Registration Office. Once you have done so, a "W" will be recorded on your transcript instead of a grade for the course. The "W" will not be calculated in your GPA (grade point average). Reduction of the course load from the full-time enrollment requirement of 12 credits per semester may adversely affect financial aid eligibility and your progress toward your degree. If you stop attending a course, but fail to complete a Course Withdrawal Form, you will automatically receive an "F" for the course. Be sure to complete the Course Withdrawal Form and submit it to the Registration Office. You should carefully consider withdrawing from a course, and should meet with your department chair, academic advisor, and a Financial Aid Office staff member beforehand. Withdrawing from a course may affect your eligibility for financial aid (see Satisfactory Academic Progress on page 23).

REPEATING A COURSE

If you fail a required course, you must repeat it. If you fail a non-required course, you have the option of repeating it. Studio courses above the Foundation level can be taken again as studio electives. In all cases, the original grade remains on your transcript for the semester in which it was given, and the new grade is recorded on your transcript for the semester in which it was given.

INDEPENDENT STUDY - UNDERGRADUATE

If you cannot access a particular kind or level of class through the existing PNCA course offerings, you may propose an Independent Study. The purpose of an Independent Study is to provide undergraduate students with studies that are not available through the regular courses offered within the PNCA curriculum. Independent Study is for Junior or Senior students only. You may take no more than one Independent Study per semester. Each credit represents three hours of work per week for the 16-week semester. An Independent Study must first be approved by your Area Chair and the Academic Dean. A faculty member has the option to decline an independent study. To propose an Independent Study, you should do the following:

- 1) Independent Study Contract forms are available in the Academic Affairs office.
- 2) Request approval for your proposal from your Area Chair and Academic Dean. In your proposal, state your specific goals and the projects, methods of evaluation, and number of credits for your Independent Study.
- 3) If the Academic Dean approves your request for an Independent Study, approved, your Area Chair will work with you to further develop your proposal and select an appropriate faculty supervisor.
- 4) Submit your completed Independent Study Contract to the Registration Office.

The Registrar will confirm with the Dean and if the Dean approves, the Registrar will officially register you for the Independent Study. These steps must be completed before the Add/Drop deadline for the semester.

A studio independent study is typically 3 credits, but can be fewer in the case of making up partial units. You may not exceed a total of 6 independent study credits in all (only upon approval by your Academic major Dept. Head).

INDEPENDENT STUDY - GRADUATE

Graduate program students: Independent Study requires approval of your Department Chair. Independent Study Forms are available in the Academic Affairs office.

INTERNSHIPS

An internship is a high quality, art or design-related work experience that supplements and enhances your academic training and formal education at PNCA. Internships introduce you to a specific field, bridge the gap between the academic environment and employment, and provide a unique opportunity to gain valuable professional experience before graduation. All students are encouraged to complete an internship. In order to be eligible, you must have completed a minimum of 60 credits and be in good academic standing. Internships can range from one to six credits, although the average number of credits is three. Each credit equals 45 hours of work (two credits equals 90 hours, six credits equals 270 hours). You may not exceed six Internship credits with the exception of any student that has approval of the Dept. Chair of Design Arts for a section of DA441 - Design Arts Intensive internship at PENSOLE. Internship information is available in the BridgeLab Career Center. You should speak with the Director of the BridgeLab Career Center, faculty members, and department chairs to find an ideal internship. Once you have secured an internship, meet with the Director of the BridgeLab Career Center to complete the necessary paperwork. Finally, make sure to register for your internship on Self-Serve (Course number ND301) to receive credit. Internships for Communication Design and Illustration majors are distinguished by the title Design Arts Internship (Course number DA441). Design Arts students are required to complete at least one 3 credit Design Arts Internship OR DA445 Center for Design (C4D). An internship is to be arranged through the BridgeLab Career Center. All internships are graded on a Pass/Fail basis.

Find additional internship information by searching for the Traditional Internship site and Communication Design Internships site on Homeroom.

INTERNSHIPS - GRADUATE

Graduate program students: Internships may be available, contact your Department Chair for more information.

FULBRIGHT U.S. STUDENT PROGRAM

PNCA student and recent alumni are encouraged to apply for the Fulbright U.S. Student Program. This Federal grant offers research, study, and teaching opportunities in over 140 countries to recent graduates. Successful proposals typically take a year or more to develop, so it is beneficial to begin the process early in your undergraduate or graduate studies at PNCA. It is never too soon to start! The application process will take place the summer before your final year at PNCA, and you may apply up to five years after graduation.

PNCA's Fulbright Program Adviser (FPA) is Academic Dean Kate Copeland. She holds informational sessions throughout the year and posts information here: homeroom.pnca.edu/sites/1739. Further information about the Fulbright U.S. Student program can be found here: us.fulbrightonline.org.

FULBRIGHT U.S. STUDENT PROGRAM

PNCA student and recent alumni are encouraged to apply for the Fulbright U.S. Student Program. This Federal grant offers research, study, and teaching opportunities in over 140 countries to recent graduates. Successful proposals typically take a year or more to develop, so it is beneficial to begin the process early in your undergraduate or graduate studies at PNCA. It is never too soon to start! The application process will take place the summer before your final year at PNCA, and you may apply up to five years after graduation.

PNCA's Fulbright Program Adviser (FPA) is Academic Dean Kate Copeland. She holds informational sessions throughout the year and posts information here: omeroom.pnca.edu/sites/1739. Further information about the Fulbright U.S. Student program can be found here: us.fulbrightonline.org.

GRADES

Evaluations of student performance are linked to the stated objectives of each course. At the onset of each course and on the course syllabus, instructors explain:

How evaluation of student performance is linked to the course objectives

How each element/assignment in the coursework will be considered in assigning the final grade

The criteria used for evaluation

The policies on attendance, make-up work, and extra credit, and the grading implications of those policies

Grades are available in reg.pnca.edu Self-Service at the end of each semester. Grade Values:

A+	4.00	Excellent
A	4.00	Excellent
A-	3.67	Excellent
B+	3.33	Above Average
B	3.00	Above Average
B-	2.67	Above Average
C+	2.33	Average
C	2.00	Average
C-	1.67	Average
D+	1.33	Below Average
D	1.00	Below Average
D-	0.67	Lowest Passing Grade
F	0.00	Failing
W	0.00	Withdrawal (not included in GPA)
I	0.00	Incomplete

GRADING CRITERIA

Please note: Graduate program students must maintain at least a 3.00 (B) grade point average (GPA) in graduate courses taken in the degree program. Grades of D+ or lower for graduate courses are not accepted for graduate credit but are computed in the GPA. A Graduate program student has the right contest a grade by petitioning the Graduate Chair and Academic Dean in writing.

GRADING CRITERIA

Please note: Graduate program students must maintain at least a 3.00 (B) grade point average (GPA) in graduate courses taken in the degree program. Grades of D+ or lower for graduate courses are not accepted for graduate credit but are computed in the GPA. A Graduate program student has the right contest a grade by petitioning the Graduate Chair and Academic Dean in writing.

GRADE A: Student performance is outstanding. Student exhibits excellent achievement and craftsmanship in all aspects of work. Student exceeds the problem criteria and consistently challenges himself/herself to seek fresh solutions to assigned problems. Student exhibits a commitment to expanding ideas, vocabulary, and performance. Student's attendance, participation, and class involvement are excellent.

GRADE B: Student performs beyond the requirements of assignments. Student exhibits above-average progress and craftsmanship in all work. Student meets and exceeds the problem criteria. Student exhibits above-average interest in expanding ideas, vocabulary, and performance. Student's attendance, participation, and class involvement are above average.

GRADE C: Student performance is average and all requirements are fulfilled. Student exhibits an average level of progress and improvement in all work. Student meets the problem criteria. Student exhibits interest in expanding ideas, vocabulary, and performance. Student's attendance, participation, and class involvement are adequate.

GRADE D: Student performance is uneven and requirements are partially fulfilled. Student's output is minimal. Student exhibits minimal improvement in work. Student does not meet the problem criteria in all assignments. Student exhibits minimal interest in expanding ideas, vocabulary, and performance. Student's attendance, participation, and class involvement are less than adequate.

GRADE F: No credit earned. Student fails to meet a minimum performance level. Student does not exhibit achievement, progress, or adequate levels of craftsmanship in all assignments. Student's work is consistently incomplete or unsuccessful. Student's attendance, participation, and class involvement are inadequate.

PASS/FAIL GRADE: Pass/Fail grading is used for Internships because the course content is such that direct faulty oversight of the learning experience is not possible, making evaluation with the present grading criteria difficult. Pass implies a C grade or above. Fail implies less than a C grade. Coursework graded as Fail will not apply to the degree. Pass/Fail grades are not calculated in the GPA (grade point average).

INCOMPLETE GRADE: In certain situations, you may request an Incomplete grade for a course. Often this is when an emergency situation has occurred after week ten of the term (week 5 in Summer). You may petition for an Incomplete if your situation meets both of these conditions:

- 1) An extenuating circumstance (illness, family emergency) has occurred and it has prevented you from completing coursework.
- 2) You are currently in good standing in the class.

An Incomplete should be viewed as a response to a recent, unexpected, and dramatic event in your life, such as an illness or family emergency. An Incomplete is not simply an extension of time to complete work for a class. It is your responsibility to obtain an Incomplete Form from the Registration Office and to present the request to your instructor. The decision to grant an Incomplete is up to the instructor, and an Incomplete may not necessarily be appropriate in all situations or for all types of courses. The instructor may deny the request if the circumstances do not meet the above criteria, or if the amount or type of work does not lend itself to completion outside the classroom. For example, a Life Drawing class requires a model, and some classes are based on group critiques. An instructor will tell students what assignments, projects, or tests are required to receive a passing grade. If an Incomplete is granted, you must complete the required work within three weeks after the end of the term. At the end of this three weeks, the instructor will submit the new grade to the Registration Office.

DEAN'S LIST

The Dean's List recognizes academic excellence for full-time undergraduate students who achieve a grade point average of 3.85 or above for the semester. Each semester Dean's list students are recognized publicly for their achievement. From the graduating class a small number of exceptional students will be chosen to receive Honors for Academic Excellence. These students will be acknowledged at the Commencement Ceremony.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS, PROBATION, AND DISMISSAL

Undergraduate students who do not achieve a grade point average of at least 2.0 (C) in a semester will be placed on academic probation the following semester. Probation is limited to one semester. To regain good academic standing, the student must register for at least six credits and maintain a GPA of 2.0 or higher. Students on probation must have an academic advisor approve their registration before re-enrolling. If the student does not achieve a 2.0 GPA or better in the probation semester, he or she will be dismissed from the College at the end of that semester. If dismissed for unsatisfactory work, financial aid eligibility will be revoked. Appeals of decisions regarding probation and dismissal are handled through the Grievance Resolution Process. (See Student Grievance Resolution Policy.)

Seniors who are on probation may not register for any 400-level courses. They may, however, register for other coursework that applies to their degree. Seniors on probation must petition Academic Policy Review Committee at academicaffairs@pnca.edu to register for any 400-level courses. Additional restrictions on the academic status of seniors are described in the Catalog and in the Thesis Handbook.

GRADUATE FIRST YEAR REVIEW/ PROGRAM ASSESSMENT AND IMPROVEMENT

Formal program assessment and evaluation of student achievement and progress occurs throughout the duration of each of the Graduate program according to program-specific scheduling. Formal program assessment occurs specifically through:

- First Year Review
- Course and Faculty Evaluations
- Mentor/Student Evaluations
- Thesis Proposal Presentations
- Thesis Exhibition and Oral Defense

Consult with your Department Chair for program-specific formats for each of these types of assessment.

GRADUATE SATISFACTORY ACADEMIC PROGRESS, PROBATION, AND DISMISSAL

If at any point in time during MFA/MA program an MFA/MA candidate drops below a cumulative 3.00 grade average they will be placed on probation for the following semester. The candidate should consult with their Department Chair to create a plan for improvement in the next semester. Probation is limited to one semester and if the MFA/MA candidate does not increase their grade point to a 3.00 or above average by the end of the probationary semester the candidate will be dismissed from the College.

LEAVE OF ABSENCE

You may take a leave of absence for up to two years, return without reapplying, and retain the degree requirements from your major at the time you initially enrolled (Note: some programs may have limits as to which semester you may return). If you wish to take a leave of absence, you should complete the Withdraw from College/Leave of Absence Form available in the Registration Office or on the Registration Homeroom site and return it to the Registration Office before the semester in which the leave is to begin.

ELIGIBILITY TO ENTER THE THESIS YEAR (UNDERGRADUATE)

To be eligible to enter the thesis year, you must have completed all lower-division coursework; completed 90 credits; have a cumulative grade point average of 2.0 or better, with a minimum grade point average of 2.0 in the required classes for the major; have completed one full year of residence at PNCA, either as a full-time student or the equivalent as a part-time student; and may not be on probation. Students declared ineligible to enter the thesis year may appeal for review to the Academic Policy Review Committee at academicaffairs@pnca.edu. The review process must be completed before the end of the semester in which eligibility is determined. A more detailed account of the senior year process is covered in the Thesis Handbook.

ELIGIBILITY TO GRADUATE (UNDERGRADUATE PROGRAM)

BFA seniors must maintain at least a 2.0 (C) grade point average during both semesters of the senior year. Being on academic probation is not allowed during the senior year. Students must also achieve at least a 2.0 (C, not C-) grade, in their Thesis Critique Seminar in the first semester, and in their Thesis Studio class in the second semester. Students who receive an unsatisfactory grade in any of the above classes must petition the Academic Policy Review Committee at academicaffairs@pnca.edu in order to re-enroll and repeat those classes. The Thesis Handbook, given to each thesis student, contains more information about the thesis process.

ELIGIBILITY TO WALK IN COMMENCEMENT (UNDERGRADUATE PROGRAM)

Seniors who have successfully completed all required coursework for the degree are eligible to participate in the commencement exercises. If a senior has three or fewer outstanding credits, they may submit a petition to the Academic Policy Review Committee at academicaffairs@pnca.edu before the end of the 10th week of the semester, requesting an exception. Students who have completed their Thesis coursework but still have outstanding requirements have a maximum of 2 years to complete this work at either PNCA or another accredited institution in order to remain under their current academic requirements. If the student does not complete their work within this time frame, they will be responsible for any curricular updates made since they started their program. It is recommended that students contact an academic advisor at PNCA for advice on how best to complete any remaining credits. The student's graduation date will be the end of the semester in which all degree requirements are completed and official transcripts have been received by the Registrar. They would then be eligible to participate in the next commencement exercises.

GRADUATION DETAILS (UNDERGRADUATE PROGRAM)

In the semester before their final semester, the academic advising office will give students preliminary notice of their credit status for graduation. Students take part in planning the commencement program, including distributing the announcements and voting for their graduation speaker. If you have an outstanding balance on your account you will not receive your diploma until all financial obligations to the College have been met.

ELIGIBILITY TO GRADUATE (GRADUATE PROGRAM)

MFA Graduate Degree Requirements: The MFA degree program requires 60 units of graduate study. Graduate students must maintain at least a 3.00 (B) grade point average (GPA) in graduate courses taken in the degree program. Grades of D+ or lower for graduate courses are not accepted for graduate credit but are computed in the GPA.

MA Graduate Degree Requirements: The MA degree program requires 45 units of graduate study. Graduate students must maintain at least a 3.00 (B) grade point average (GPA) in graduate courses taken in the degree program. Grades of D+ or lower for graduate courses are not accepted for graduate credit but are computed in the GPA.

GRADUATION DETAILS (GRADUATE PROGRAM)

The Registrar in collaboration with your Department Chair will give students preliminary notice of credit status for graduation in the semester preceding their graduation semester. You and your classmates will take part in planning your commencement program, including the distribution of announcements. If you have any outstanding balance on your account you will not receive your diploma until all obligations to the College have been satisfied. This includes all outstanding fees.

MFA/MA Program Chairs will nominate a graduate commencement speaker each year.

GRADUATE PROGRAMS EXTENSION POLICY

If a PNCA graduate candidate determines that he or she cannot finish their program on time due to extenuating circumstances, a petition for extension must be filed two weeks prior to the last day of the semester. An extension request form (available from the Registration Office) must be completed and presented to the Department Chair of the program for approval and then signed off by the Dean of Academic Affairs. The student must return the completed signed document to the Registration Office before the end of the current semester. Extensions are not automatically approved and may only be granted up to two consecutive additional terms. A post-study fee will be assessed for each term granted, check with the Student Accounts Office regarding fees and payment options. An IP grade (In-Progress) will be noted on the student's transcript for each course outstanding until the completion of the program. If the student fails to complete the requirements within the time agreed set forth in the extension the remaining course work will change from IP to F (Failed).

FEES

Post-Study	\$750
Studio Rental	\$450

GRADUATION AND PERSISTENCE RATES

The following data reflects the number of first-time, full-time freshman graduates from PNCA:

Graduation rate based on the 2011 cohort: 31% (number of first-time freshmen graduated within six years)

Persistence rate for the 2016 cohort: 67% (number of full-time, first-time freshmen who entered fall 2016 and re-enrolled in fall 2017)

*Additional attrition and graduation statistics are available from the Registrar.

WITHDRAWAL FROM THE COLLEGE DURING THE SEMESTER

You may withdraw from the College up through the tenth week of the semester. To officially withdraw from PNCA, you must complete and submit the Withdraw from College Form in the Registration Office or contact the Registration office registration@pnca.edu 503-821-8903. Once you have done so, a grade of "W" will be recorded on your transcript for all courses. The "W" will not be calculated in your GPA (grade point average). You should carefully consider withdrawing from the College, and should meet with your department chair, academic advisor, and a staff member in the Financial Aid Office beforehand. If you officially withdraw from the College before the eighth week of the semester (no refunds after week 8), you may be eligible for a refund of tuition, as follows:

Before the first week: 100% of tuition refunded

During the first week: 90% of tuition refunded

Second week: 80% of tuition refunded

Third week: 70% of tuition refunded

Fourth week: 60% of tuition refunded

Fifth week: 50% of tuition refunded

Sixth week: 40% of tuition refunded

Seventh week: 30% of tuition refunded

Eighth week: 20% of tuition refunded

Ninth and Tenth Weeks: 0% refund

After the tenth week of the semester, you may no longer officially withdraw from the College. If you don't attend classes, a grade of "F" will be recorded on your transcript for all courses, and this grade will be calculated in your GPA. Unearned "F" grades are treated as "W" grades for purposes of federal financial aid review and adjustment (see "OFFICIAL WITHDRAW & FINANCIAL AID" section on page X). If you must withdraw from PNCA due to an emergency, you may petition for a Special Circumstance Withdrawal from College. This withdrawal is only granted in the case of a dramatic and extenuating event that is unexpected, disabling, and outside your control, such as sudden illness or death in the immediate family. Your petition should be made in writing and directed to the Associate Registrar, who will convene a meeting of the Academic Policy Review committee. You will need to provide documentation of the emergency, such as a signed letter from a medical provider. The Director of Student Life will give you the guidelines for Special Circumstance Withdrawal from College to help you decide whether or not you qualify for this type of withdrawal, and to help you write your petition if you do qualify.

WITHDRAWAL FROM THE COLLEGE DURING THE SUMMER SEMESTER

In order to withdraw from PNCA, students must submit a completed withdrawal form to the Registrar or contact the Registration office registration@pnca.edu 503-821-8903. Students may withdraw from all coursework through the fourth week of the eight-week Summer Semester and receive a grade of "W" on their transcript. After the fourth week, the recorded grades will be "F", except in unusual circumstances. Withdraws for the Summer Semester will automatically drop the VSLR student from the 3 credit Fall Studio off-site class, with a 100% refund of tuition charges for Fall. Students who officially withdraw from all classes during the Summer Semester may be eligible for a partial refund of tuition charges, calculated as follows:

Official Withdrawal before the first week: 100% of tuition refunded.

Official Withdrawal during the:

First week - 80% of Tuition Refunded

Second week - 60% of Tuition Refunded

Third week - 40% of Tuition Refunded

Fourth week - 20% of Tuition Refunded

No refund will be made for students withdrawing after the fourth week of class. Refunds apply to tuition only, fees are not refundable. Tuition and fees are not transferable to another semester. PNCA will not reduce tuition due to absence from class, regardless of reason.

If a student withdraws, all institutional aid (grants and scholarships awarded by PNCA) will be removed in full from the student's account. Federal law requires PNCA to return all or part of a student's Title IV aid to its source. Only students who have submitted a Withdrawal Form to the Registrar will receive a refund of tuition charges, if applicable. Students should be aware that they may owe a balance to the College if they withdraw from all classes.

SPECIAL CIRCUMSTANCE WITHDRAWAL FROM A COURSE

In the case of a personal emergency, you may petition for a Special Circumstance Withdrawal from a course. This withdrawal is only granted in the case of a dramatic and extenuating event that is unexpected, disabling, and outside your control, such as sudden illness or death in the immediate family. Your petition should be made in writing to Academic Affairs at academicaffairs@pnca.edu, who will convene a meeting of the Academic Policy Review committee. You will need to provide documentation of the emergency, such as a signed letter from a medical provider. The Academic Policy Review Committee makes all final decisions on Appeals.

READMISSION AFTER DISMISSAL

If you are dismissed for unsatisfactory academic progress, you must enroll as a full-time student at another accredited institution for a minimum of one semester or two quarters, and achieve a GPA of at least 2.0. Courses taken during this time should support PNCA coursework. To be readmitted after fulfilling the above requirement, you must write a letter of petition to the Registrar requesting readmission, and have official transcripts sent from the institution you attended. Readmission will be determined by the Dean's Office in concert with the appropriate academic programs at PNCA. Additional steps will be necessary to regain your financial aid eligibility. Please contact the Registration Office an academic advisor (registration@pnca.edu) and contact the Financial Aid Office (financialaid@pnca.edu) for additional information.

PROTECTION AGAINST IMPROPER EVALUATION

PNCA students are responsible for meeting the standards of academic performance established by their faculty at the beginning of each semester in each course in which they are enrolled. The course requirements and the instructor's expectations for performance should be clearly stated in each course syllabus. Students should request clarity if they have questions and have the right to be heard by instructors. Appropriate staff members can be consulted in cases where there are lingering questions regarding instructor judgment on grading.

CONTESTING A GRADE

You have the right to question a grade and should first contact your instructor, since clerical errors are sometimes made in the grading process. If you still feel that you have not received an appropriate grade after discussion with your instructor, you should contact the department chair, or if the grading was done by a department chair, follow up with the Academic Dean. If this step does not lead to resolution, the following formal procedure is available

to challenge your grade. All documents required for the procedure will be kept in your academic file in the Registration Office. Write a statement of your grievance and submit it to the appropriate department chair and Academic Dean as soon as possible following your receipt of the grade you want to contest. Please provide detail and evidence of why the grade was incorrectly given. The department chair or Dean will, within one week of receiving your statement, follow up with you. The next step will likely be a meeting with you and the instructor to facilitate a meeting with the Chair and/or Dean. The department chair or Dean will make a decision and write a summary of the meeting, sharing that with all parties involved.

COURSE EVALUATIONS

Course evaluations are essential to BFA, MFA, and MA program development program development. The evaluation process provides you with the opportunity to anonymously provide feedback about the quality of instruction, facilities, and equipment in your classes. Evaluations are completed at the end of each semester and are reviewed to continue to improve academic quality.

LIBERAL ARTS WAIVERS AND CHALLENGE EXAMS

Contact the Academic Affairs Office for waiver exams for Mathematics and Foundation Writing.

DIGITAL TOOLS CHALLENGE EXAM

If you have significant experience with digital design tools and media, you may challenge the Visual Elements: Digital Tools class. Log on to pnca.edu/challenge_exam and follow the directions for taking the Digital Tools challenge exam. It is important that you do this before the end of the drop / add period of class to avoid partial payment for the class (please see the "Withdrawing from a Class" and "Add/Drop" section of this handbook for more information). For more information, contact the Foundation Department chair.

CHALLENGE TO PLACEMENT IN A COURSE

You may challenge placement in a course if you can provide evidence that your skill level is equal to or beyond the level of the course. A challenge to placement must be brought to the department Chair or Director who oversees the course, and will be reviewed by that department.

Chair or Director: A challenge to placement must be made prior to the Add/Drop deadline during the second week of the semester. You may challenge placement prior to the beginning of your first semester at the College.

COURSE WAIVER

PNCA may grant you a course waiver for one of the following reasons:

- 1) You demonstrate, by portfolio or examination, a level of competence equivalent to the expected learning outcomes for the course.
- 2) The range of your other accomplishments indicates an ability to quickly master the course material. This is decided on a case-by case basis. A course waiver does not alter credit requirements. The credits will need to be completed by taking a course within the same category (Studio, Liberal Arts or Art History) that has the same number of credits as the waived course. A course waiver requires approval from the chair of the department in which the course is offered. Contact an academic advisor for more information.

PREREQUISITE EXEMPTION

You may challenge a course prerequisite or take a prerequisite concurrently with the sequenced course in some cases. An exemption from a course is not a waiver and, if granted, the credit hours will need to be completed. Contact your or the Department Head in which the course is offered for more information.

ALUMNI DISCOUNT BENEFITS

BFA, MFA, MA, and CE Certificate graduates receive a 15% tuition discount on non-credit Community Education courses. This benefit is transferable to family members enrolling in Community Education courses for one class or workshop per semester.

EDUCATION COURSE BENEFIT

Full-time BFA, MFA and MA students may take Community Education classes or workshops on a space-available basis.

Course tuition and credit fees are waived. However, students must pay the department fees and any other course-related costs. Courses offered for academic credit may count towards your degree.

Full-time BFA, MFA and MA students may take summer classes on space-available basis provided they were enrolled full-time at PNCA during the previous spring semester and are registered full-time for the upcoming fall semester.

CROSS-REGISTRATION

PNCA, is an affiliate member of the "Alliance" - Independent Colleges and Universities oaicu.org/members/

The Alliance participates with most of Oregon's independent colleges in cross-registration. As a fulltime PNCA student (you must be registered for a minimum of 12 credits at PNCA), you may take one course per semester, on a space available basis, at another OAICU campus. No additional tuition will be charged except for special course fees charged to all enrolled students. You may not register for a course that is offered at PNCA. The benefit applies to fall and spring semesters only, not summer.

If you find a course of interest and want to know how it will transfer towards your requirements, consult with the PNCA Registrar or Associate Registrar (room 268) registration@pnca.edu.

Steps to follow in order to cross-register:

- 1) Check the course offerings of the school you wish to attend to determine which course(s) you are interested in. (See more info on this below.)
- 2) Call the Registrar's office at that school and let them know you are a fulltime PNCA student interested in cross-registration. They can let you know if the course you are interested in is still open, and how to best proceed from there.

If you are given the okay to go ahead from the host school's Registrar, pick up a cross-registration form from PNCA's Registrar or Associate Registrar and get the signatures of BOTH Registrars on the form. Submit the completed form to PNCA's Registrar.

DOMESTIC MOBILITY PROGRAMS

PNCA is a member of the Association of Independent Colleges of Art and Design (AICAD). Among its programs, AICAD has the AICAD Exchange Program in which students may, on a space-available basis, spend one semester of their junior year in a similar program at another member institution. To be eligible for the AICAD Exchange Program, you must meet all of the following requirements:

- 1) A minimum of 60 completed credits
- 2) Junior standing in your major
- 3) A minimum cumulative GPA of 2.5
- 4) A minimum of two full-time semesters completed at PNCA
- 5) A completed application and portfolio

With the AICAD Exchange Program, you register and pay tuition to PNCA, but pay fees at the exchange institution. You receive credit for courses taken at the exchange institution. Consult the academic advising office for more information in your sophomore year.

The application deadline is March 1 for fall and October 1 for spring. The following schools participate in the AICAD Exchange Program:

Memphis College of Art
 Milwaukee Institute of Art & Design
 Minneapolis College of Art & Design
 Montserrat College of Art
 Moore College of Art & Design
 Nova Scotia College of Art & Design
 Ontario College of Art
 Oregon College of Art & Craft
 Otis School of Art
 Pennsylvania Academy of the Fine Arts
 Rhode Island School of Design
 Ringling School of Art & Design
 San Francisco Art Institute
 School of the Art Institute of Chicago
 School of the Museum of Fine Arts, Boston
 University of the Arts
 Alberta College of Art & Design
 Art Academy of Cincinnati
 Art Institute of Boston
 Atlanta College of Art
 California College of the Arts
 Center for Creative Studies
 Cleveland Institute of Art
 Columbus College of Art & Design
 Cooper Union School of Art
 Corcoran School of Art
 Emily Carr Institute of Art & Design
 Kansas City Art Institute
 Laguna College of Art & Design
 Lyme Academy of Fine Art
 Maine College of Art
 Maryland Institute College of Art
 Massachusetts College of Art

TRANSFER STUDENTS

INFORMATION FOR BFA TRANSFER STUDENTS

Students with previous college credits are welcome and valued members of PNCA's educational community. Transfer students bring to the College a diversity of ideas, experiences, and expertise that stimulate creativity and growth in the classroom. PNCA offers a comprehensive and demanding program of classes that lead to a BFA degree in the following concentration areas: Illustration, Communication Design/ Graphic Design, Painting, Printmaking, Sculpture, Animated Arts, Photography, Intermedia, Video & Sound, and Creative Writing. Much of a student's success in the BFA program is based on completion of the College's Foundation Year program prior to studying within a major. Transfer students admitted to the College at an advanced level (after Foundation Year) must have taken for credit courses that provide Foundation-level experiences similar to those in our program. It is PNCA's intention to accept Foundation level credits earned from colleges with programs that vary from PNCA's curriculum. Since a similar course may be worth more or fewer credits at another institution, PNCA's academic advisor evaluates each transfer student's transcript. A required course may be waived, but any remaining credit-hours will be added to the transfer student's elective requirements. For example, PNCA requires three credits of Foundation 3-D Design, whereas many schools require two credits of 3-D Design. PNCA will accept the other school's two credit course in fulfillment of our course requirement, but will add the remaining one credit to the student's studio elective requirement.

BFA TRANSFER CREDIT

PNCA will accept credit from any regionally-accredited two-year or four-year institution. There is no time limit on the transfer of credits. The College may, on a case-by-case basis, accept credits from an institution that is a candidate for accreditation or an institution accredited under the category of trade school. Only credits earned with a C grade or better will be considered for transfer. PNCA's requirements for a BFA degree include a minimum of 45 required and elective credits in Liberal Arts, Science, Mathematics, and Art History. All or part of these credits may be transferred from another institution. To transfer, the course work must be relevant to PNCA's degree requirements. Please see the online catalog for course descriptions and more information about these requirements: reg.pnca.edu/reg/Search/CatalogSearch.aspx

Examples of relevant coursework in Liberal Arts and Science:

HUMANITIES: Upper Division coursework in General Humanities, Literature, Philosophy, Speech, Religious Studies, Journalism

SOCIAL SCIENCES: Sociology, Psychology, Anthropology, Archeology, History, Cultural or Economic Geography, Political Science, Economics, Women's Studies, Philosophy

NATURAL SCIENCE: Biology, Botany, Chemistry, Geology, Physics, Zoology, Atmospheric Science, Biochemistry, Biophysics, Geography, Microbiology, Entomology, Astronomy, Oceanography

TO FULFILL REQUIREMENTS FOR UPPER DIVISION COURSE CREDITS

Liberal Arts and Science transfer credits should be at the 300 (Junior) level or above. Students who enter with a previous degree from an accredited four-year college are assumed to have fulfilled the Liberal Arts, Science, and Mathematics requirements. Art History transfer credits only apply to comparable Art History requirements at PNCA; they do not count toward general Liberal Arts requirements or electives. Because they are not required by PNCA's curriculum, credits in Physical Education, Computer Sciences, Engineering and Applied Sciences, Business Administration, and other similar areas of study are not transferable. PNCA's BFA degree requirements 120 -121 credits to graduate if First Year Seminar 1 credit is required, include a minimum of 75 required and elective credits in studio art, 33 credits in liberal arts/general studies, 12 credits in art history. Students seeking advanced placement or course waivers should read carefully, and be familiar with, the sequence and description of studio art classes required by their major.

Comparing course descriptions is a major factor in determining if credit will transfer to PNCA. For credit to transfer, a previously taken course must be similar in content and depth to a course listed in PNCA's current catalog. PNCA credits are earned on a semester basis. A quarter credit is worth 2/3 of a semester credit earned. Regardless of the amount of credit earned, a transfer student must complete a minimum of two years (48 credits) at PNCA to receive a BFA degree from the College. Credits earned at another college are evaluated for transfer once the PNCA Registrar receives your official transcript.

REED + PNCA JOINT DEGREE

PNCA and Reed College offer a unique opportunity to students interested in combining the rigor and academics of a liberal arts BA with the studio exploration and critical analysis of a BFA. Through the Reed + PNCA Joint Degree program, you can earn two degrees in just five years: a BFA from PNCA and a BA from Reed.

You'll spend the first and second years in courses at Reed, focusing on studies in liberal arts and humanities to foster ideas and inquiry. Then, you'll spend years three and four in full-time study at PNCA in the studio arts building skills in critical analysis through research, projects, and courses within a chosen major. In your fifth year, you will combine work at both institutions culminating in the forms of a studio capstone project and written thesis.

Students interested in pursuing the Reed/PNCA Joint Degree Program must be accepted individually into each college. For further information please contact PNCA's Office of Academic Affairs at academicaffairs@pnca.edu.

STUDENT LIFE

THE OFFICE OF STUDENT LIFE SUPPORTS STUDENT DEVELOPMENT BY FACILITATING BROADLY INCLUSIVE EXTRACURRICULAR ACTIVITIES AND SAFE SPACES TO ENGAGE IN COMMUNITY, AGENCY, AND SELF EXPRESSION. THE OFFICE OF SL RECOGNIZES THE IMPORTANCE OF RITUAL AND TRADITIONS AS A WAY OF SUPPORTING PNCA AFFILIATION AND STUDENT RETENTION.

Our support initiatives to students include, but are not limited to:

- Facilitating Student Life events.
- College appointed liaison to Student Council and student clubs.
- Managing the PNCA Counseling Center.
- Coordinating the student health insurance program.
- Serve as a point office for the student; Conduct, Assessment, Response, and Evaluation (CARE) Team.
- Coordinating accommodations for students with disabilities.
- Publishing the Student Handbook.
- Producing Student Orientation.

STUDENT COUNCIL

PNCA's Student Council meets weekly to provide a forum in which students can voice your opinions and receive information about opportunities and issues concerning the student body. Funded through student fees and supported by the college administration, Student Council also allocates student funds for the betterment of the student body as a whole by supporting services and activities for students.

Student Council strives to motivate students by providing an opportunity for students to voice your opinions and make recommendations to the administration to enhance the quality of student life. Student Council is also a place for students to learn organizational and leadership skills.

Student Leadership Requirements (as of Spring 2017):

- Must have a minimum 2.5 GPA
- Be a currently registered student
- Must be in good academic standing (students who fall below the minimum GPA requirement or are placed on academic probation must step off the Student Council until they resolve their standing.)
- All Student Council leaders must work closely and collaboratively with Student Life as their college liaison, as well as promote professionalism, integrity, and respect for fellow students, faculty, staff, and all members of the College community.

STUDENT HEALTH INSURANCE

All PNCA students enrolled for six credits or more are required to carry either the College's student health insurance or their own health insurance. All students enrolled for at least six credits are automatically enrolled in the College's health insurance and are billed the premium at the beginning of each semester. Students who have other health insurance coverage have until the first day of each semester to complete a health insurance waiver and return it to the Student Accounts office. Students who waive the College's coverage will be credited the premium and will not be covered under the PNCA plan. Summer coverage is included in spring term coverage.

STUDENT COUNSELING SERVICES

The PNCA Counseling Center is also available at no out-of-pocket expense to students for the first 10 sessions (per academic year). The student's insurance will be billed and the college will subsidize the visits by paying remaining fees for those 10 visits. To make an appointment with, please contact Assistant Director of Student Life, Jackson Seemayer, at jseemayer@pnca.edu or by phone at 503-821-8925. Students enrolled in the PNCA student health insurance program also have partially funded professional mental health coverage with other therapists in the Portland area. Our goal is to help keep you mentally healthy and ready to succeed. If you wish to speak with someone regarding mental health issues, please stop by the Student Life Office for advising and/or referral.

DISABILITY RESOURCES

PNCA provides resources and services to students with physical and/or learning disabilities as outlined in the Americans with Disabilities Act (ADA). Schools that receive federal financial aid funding are required by federal law to provide reasonable accommodations for students with disabilities. If you have (or believe you may have) a physical or learning disability please see Jackson Seemayer, Assistant Director of Student Life.

ACADEMIC SUPPORT CENTER (ASC)

The Academic Support Center (ASC), located in the Library, is PNCA's library- and student-driven research and study support network. Library staff and peer coaches help students build confidence in a broad range of academic areas through one-on-one in-person sessions that can be 30 to 60 minutes, or regularly scheduled if need be. During each session, the student works with ASC staff on specific desired outcomes (such as writing an outline for a paper, revising an essay, or finding sources for research). ASC Staff share their knowledge and interests with students in the areas of brainstorming, writing, research, presentation, studio practice, and general homework assistance. Direct inquiries for ASC to: asc@pnca.edu

ACADEMIC SUPPORT SERVICES FOR STUDENTS

ACADEMIC MENTORING AND ADVISING

Students receive academic mentoring and advising on academic policies and curriculum requirements from their mentor who is the Department Head of their major or another faculty member in the major. The mentor will meet with the student each semester to assist the student in selecting appropriate courses, advise the student on creating their own graduation plan, and counsel the student on educational options. It is the student's responsibility to be aware of College policies and requirements and to register for courses. Finally, the mentor may help the student establish educational and career goals, and can recommend campus and community resources.

AREA CHAIRS AND DEPARTMENT HEADS

Each academic department at the College is managed by a Area Chair or Department Head, who oversees its curriculum, facilities, resources, students, and faculty. You can contact your Chair/Head for guidance about your area of concentration and to discuss your experience in the department. Your department Chair/Head can also assist you with questions and concerns about courses, faculty, internships, events, and other departmental issues.

A list of the Area Chairs and Department Heads and their contact information is available at the reception desk. A list is also available in this Student Handbook in the Directory.

ADDITIONAL ADVISING RESOURCES

The College catalog is available online at <https://reg.pnca.edu/reg/Search/CatalogSearch.aspx>. The catalog lists all courses, course requirements by major, and academic policies. This PNCA Student Handbook explains PNCA's academic policies in greater detail. Also, the Thesis Handbook contains the policies and procedures for senior year thesis students in the department.

DIVERSITY AND INCLUSION AT PNCA

As a learning community, at Pacific Northwest College of Art we value, respect, and appreciate difference—in gender, sexual orientation, religion, ethnicity, national origin, disability, and age. We strive to create a safe and supportive environment that welcomes variety in voices, work, and perspectives. We know that we are a better community of learners and educators when we embrace a multiplicity of worldviews and experiences.

Thus diversity and inclusion at PNCA are crucial to our intellectual and aesthetic inquiry.

Guided by the principles of ethics and mutual respect PNCA's policies and procedures strive to ensure equity and social justice within our community of students, educators, and staff. Discrimination, harassment, and assault for any reason are not tolerated.

A platform for experimentation and expression in the arts, PNCA is also a laboratory for critical reflection and dialog that grows better, more informed, more critically engaged citizens while it grows emerging artists and designers. An important aspect of our curriculum is building an awareness of and critical culture around issues of power and privilege in order to decolonize our curriculum.

PNCA's Equity and Social Justice Action Committee is made up of students, faculty, staff, and board members. The work of the committee to further diversity and inclusion at PNCA is ongoing.

BRIDGELAB CAREER CENTER

BridgeLab Career Services is here to support your development as a working artist, designer, or maker during your time at PNCA and throughout your career as you navigate a life of professional creative practice. We provide access to practical skill-building resources and workshops on topics such as:

- Crafting an excellent résumé or CV
- Honing interview skills
- Writing grant proposals
- Developing a portfolio
- Applying to graduate school
- Building your own network of working professionals and peers
- Whether you plan to work for someone else or bring your own product or service to market after graduation, developing entrepreneurial skills is essential in today's job market.

BridgeLab offers resources and workshops on topics including:

- Taxes for artists
- Copyrights
- Contracts
- Negotiations
- Leveraging social media for self-promotion
- Running a Solo Creative Business
- and much more!

BridgeLab Career Services will connect you with internship opportunities and give you access to our exclusive online employment job-board, PNCA | JOBWOKS (visit pnca.edu/jobworks to register). Here you'll find continually updated postings for full and part-time work, contract gigs, collaborations, internships, and Work Study jobs all around the PNCA campus. Stop by the BridgeLab Career Center in room 136 to schedule a one-on-one advising appointment with the BridgeLab Career Services Director or a peer advisor (or email bridgelab@pnca.edu for an appointment) and access resources by visiting our Homeroom site online. Check the cal.pnca.edu calendar frequently to learn about and reserve a seat at upcoming events and workshops! Find additional internship information by searching for the Traditional Internship site and Communication Design Internships site on Homeroom.

ADVANCEMENT OFFICE

The Advancement Office is dedicated to building connections on campus and in the community, cultivating passionate advocates for PNCA, and securing financial and other resources that support and advance PNCA's mission.

We work closely with the Board, faculty, staff, students, alumni, parents, community members, corporate partners, and grant-making organizations to secure gifts and grants for general operations, student scholarships, faculty excellence, exhibitions, special projects, and the endowment.

We also stage numerous events including an annual fundraising Gala, exhibition receptions and openings, and we coordinate external events which heighten the visibility of the College, its programs, faculty, and students.

Contact Lauren Creany at lcreany@pnca.edu for more information.

ALUMNI RELATIONS

Alumni are essential members of the PNCA community. Over the years, PNCA has produced some of the region's most celebrated creative artists, makers, thinkers, and leaders. PNCA and Museum Art School alumni have shaped the cultural fabric of our city and region, exhibited work in major institutions and exhibitions, founded and launched vibrant and successful organizations, and been outspoken advocates for the arts and for artists. Working with the Alumni Council, PNCA's Alumni Relations program is committed to engaging alumni through reunions, events, and exhibitions, and continuing to expand the artistic, educational, and career resources available to our alumni. Increasing the number of alumni who support the college by volunteering their time or by donating money or in-kind resources is also a high priority. PNCA defines an alumna/us as anyone who has completed two or more semesters at PNCA. PNCA defines a graduate as anyone who has completed a degree program and received a diploma from PNCA.

Think the PNCA's Alumni Relations program is just for, well, alumni? Think again. Alumni are a great resources for students. After all, who better to ask for advice about majors, careers, and life after PNCA? Ask staff in BridgeLab Career Center or in the Office of Alumni Relations for help connecting with alumni in your field.

After you graduate, we hope you will stay involved in programs and activities at PNCA. To see the full list of benefits that will be available to you as an alumna/us, visit: <https://pnca.edu/about/alumni/benefits>.

PNCA's Office of Alumni Relations is part of the Advancement Office. You can reach any of the Alumni Relations staff via email at alumni@pnca.edu.

PARENT RELATIONS

Parents and families can play an important role in supporting your educational experience. That's why we welcome parents and families to learn more about your journey through PNCA at their own parent orientation in August and during our annual Parent and Family Weekend in February. Parents can also sign up to receive a quarterly newsletter with news from the College as well as information about upcoming events.

PNCA's Office of Parent Relations is part of the Advancement Office. Contact Lauren Creany at lcreany@pnca.edu for more information.

CAMPUS SAFETY

PNCA's Campus Safety Department ensures the safety and security of the College and of all PNCAs' community members. The Campus Safety Department employs 8 FTE officers that cover multiple shifts. Campus Safety conducts investigations, safety workshops, escorts, community outreach, and other daily functions in support of the College.

The goal of PNCA Security is to provide a safe environment for students, faculty, staff, and visitors. Security personnel are not licensed law enforcement, and their powers are limited to those of private citizens. PNCA's relationship with the Portland Police Department is that of a community member who relies on the police to enforce city ordinances and state and federal laws. While the security staff's main purpose is to deter crime on campus, there is also an ongoing effort on the part of the Director of Campus Safety to reduce the risk of crime on campus and in the surrounding area by being involved with various community programs. For security purposes, our campus does not include any publicly owned sidewalks or streets surrounding any of the venues listed below. For security purposes, the campus is defined as:

- Arlene and Harold Schnitzer Center for Art and Design, the "511 building", 511 NW Broadway.
- Glass Building 2139 N Kerby.
- Arthouse Residence Hall, 33 NW Park Avenue.
- MFA in Applied Craft and Design Studios, "the Bison Building", 421 NE 10th Avenue.

PNCA Campus Safety services include the following:

- Enforce PNCA's safety and security rules and regulations
- Provide access control on campus
- Respond to fire and medical and other emergencies
- Investigate suspicious activity and report crimes committed on campus
- Post security alerts and warnings when necessary

CRIME PREVENTION ON AND OFF THE PNCA CAMPUS

When the police are involved with a crime or altercation on PNCA property, security staff observe and gather as much information as possible without interfering with the police. This information is then written on an Incident Report Form. Security decides on the importance of reporting it to the PNCA president. Unless there is a need to protect someone's private information, students can view archived Incident Reports in the Security office.

CRIME PREVENTION PROGRAMS

During the annual Student Orientation, students, faculty, and staff are given an overview of security procedures and safety concerns relating to the campus and its urban environment. During the school year, PNCA Safety and Security sponsors crime prevention and personal safety presentations by the Portland Police Bureau.

The first two floors of the 511 building are open to the public. Only students, faculty, staff, and authorized personnel are allowed access to nonpublic areas of the PNCA campus. All students and staff are issued ID cards and must be prepared to present them if asked. Students must sign in at the Reception Desk when entering the building after 10 pm. PNCA is not responsible for loss of or damage to any personal possessions on campus. Please take care to protect your possessions from theft.

SEX OFFENDER INFORMATION

For information about sex offenders, please call 503.378.3725, Ext. 4429 or e-mail sexoffender.Questions@state.or.us

EMERGENCY PROCEDURES

FIRST AID

First aid supplies for treating minor injuries are available in the first aid boxes on each floor of the building. First aid kits are also located in the Security office, the Facilities office, at the Reception Desk, and in every 3D lab. Reception, Facilities and Security staff are first aid and CPR certified. Please ask them if you need help. The following first aid procedures should be observed when assisting any person with any bleeding injury, no matter how small, whether the person is suspected to be infected with a communicable disease or not. The procedure outlined below should also be followed when assisting a person who has vomited or when cleaning up vomit.

- 1) Wear disposable nitrile gloves, which are available in all first aid kits. Gloves should be disposed of immediately after use. Replacements are available from the Facilities Office.
- 2) Wash your hands immediately after administering first aid.
- 3) Avoid getting blood from an injured person into your eyes or mouth. If such exposure occurs, rinse the area immediately and thoroughly with soap and water.
- 4) Clean up any spilled blood with soap and water. Follow by disinfecting with a freshly made solution of one part chlorine bleach to 10 parts water. Hydrogen peroxide may also be used if materials for the solution are not immediately available. Place contaminated items such as gloves, bandages, and paper towels in a plastic bag, tie it shut, and put it in a garbage receptacle.
- 5) Report the incident to any Facilities staff member, security guard, or the receptionist.
- 6) Fill out an Incident Report Form.

EARTHQUAKE OR FIRE EVACUATION

If the fire alarm sounds:

- 1) Proceed in an orderly manner to the nearest exit and leave the building.
- 2) Do not use the elevator.
- 3) Assemble near the basketball courts at the corner of NW Glisan and Park..
- 4) Do not re-enter the building until told to do so by an officer of the College..
- 5) There are PNCA staff and faculty members who serve as floor wardens to assist an evacuation.

EARTHQUAKE SAFETY

In the event of an earthquake:

- 1) Do not leave the building.
- 2) Go to the nearest safety spot (under a desk, or in a doorway or corner away from windows or objects that could fall on you).
- 3) Do not use the elevator or the staircase.
- 4) If you are outside, move away from buildings and objects that may fall. Stay in the open until the shaking has stopped.

SAFETY COMMITTEE

The PNCA Safety Committee operates as an impartial watchdog of safety concerns for the school. New members are appointed or volunteer to be on the committee each year. If you are concerned about the safety of your studio environment or the equipment or materials you are using, contact a member of the Safety Committee and request that they investigate your concern. The Safety Committee has limited power. It will make recommendations to the College's administration that, by Occupational Safety and Health Administration (OSHA) mandate, must be responded to with a plan for action.

PERSONAL SAFETY

To facilitate a safe educational environment, students studying on campus should use common sense regarding their personal safety:

- When walking through campus or on the sidewalks surrounding campus, be aware of persons and/or activities around you. If you notice suspicious persons or behavior, contact security immediately. A guard can be contacted by dialing 8897 from any campus phone or 503-621-2061 & 503-539-1192
- When leaving the school at night it is a good idea to arrange to walk with another student if possible. You may also request a walking escort from Campus Safety by simply calling 503-621-2061 or 503-539-1192
- When studying or working in the building, report any suspicious persons, activities, or sounds to security personnel.
- When studying or working alone in the building, never prop doors open or let unknown persons into the building.
- Report any questionable persons who loiter or act suspicious in your area.
- If you are the victim of a crime on PNCA's campus or in the surrounding areas, notify security personnel immediately.

REPORTING CRIME ON CAMPUS

PNCA's policy and procedure for reporting a crime committed on campus is as follows:

- The victim of a crime committed on campus is urged to report the occurrence as soon as possible to the on-duty security guard.
- Security will call the police upon learning of a crime being committed on campus. The security staff will be available to help the police gather information.
- The security guard involved will complete an Incident Report Form.
- It is the victim's responsibility to complete a victim crime report. This form can be obtained at the Reception Desk.
- Reports are collected and reviewed by the Campus Safety Manager.
- The results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of a crime will be made available to the victim.
- Oregon has a Resist Arrest Law, which states that people interfering with an arrest can be subject to a criminal penalty.

SECURITY STATISTICS

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act [20 U.S.C. §1092 (f), and HEA §485 (f)], the Clery Act, as it is commonly known, is a Federal law, enacted in 1990, requiring all post-secondary institutions participating in Title IV student financial assistance programs, to publish a statistical report of crimes on or near the institution's campus, as well as information about security policies and procedures.

The Violence Against Women Reauthorization Act of 2013 amends the Clery Act to require such institutions to disclose statistics, policies and procedures relating specifically to dating violence, domestic violence, stalking, sexual assault, and hate crimes.

The PNCA Annual Campus Security and Fire Report, available to all current and prospective students and employees, is distributed in accordance with the Clery Act, and includes data for the past three calendar years.

The report also includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault, student housing evacuation in the event of fire, electrical appliances, to whom fires should be reported, and other matters.

You can obtain a copy of this report by downloading it here: pnca.edu/pdf/about/safety/PNCA-clery-report-16.pdf

IMMIGRATION AND CUSTOMS ENFORCEMENT AND OTHER POLICE PRESENCE ON PNCA PROPERTIES

Under FERPA and other relevant laws, we are unable to provide ICE or any other enforcement presence or any other person with any information on our students unless they have a warrant.

- Please note that it is a violation of FERPA for any employee of PNCA to provide ICE or any other body with student information.
- Legally, federal law prevents schools from sharing student information, including their citizenship status, and ICE states that it does not interface with schools at all. In fact, several existing laws make it extremely unlikely that schools are purposefully collaborating with ICE in any way. FERPA, the most widely-cited student privacy law, protects against the sharing of student information except in a few narrow instances that likely would not apply to undocumented students who have not committed a crime.

If Immigration enforcement officers or other agency employees enters the campus, they will be detained in the lobby or security office until a representative from the school verifies they have a warrant covering any and all information they seek.

Immigration and Customs Enforcement and Other Police presence in College Housing

- As stated in the ArtHouse Policies, PNCA respects student's desire for privacy within the realm of the group living experience and protects this privacy. However, in the interest of maintaining an environment that provides for the health and safety of residents, it is occasionally necessary for authorized staff to exercise the right to enter a student's room or to allow authorized personnel to enter, and in certain circumstances search, the housing unit. Student's rooms may be entered by PNCA Staff if a Residence Life staff member believes that there may have been a breach of the policies contained in this document, the PNCA Conduct Code, or state/federal law.

STUDENT CODE OF CONDUCT

PREAMBLE

A community such as PNCA depends on the good judgment and considerate behavior of its members. One's status as a student at PNCA is not an unconditional

right but rather a privilege subject to certain expectations. All students are expected to act with integrity in their academic and social behavior. They must also show respect for personal and College property and for fellow students, faculty, staff, and other members of the College community. Students at PNCA will:

- Take responsibility for their education by participating in class activities, learning the necessary material, advocating for their own needs, and knowing the rules and regulations that govern enrollment and graduation.
- Follow the lawful direction of faculty and staff and provide information and identification upon request
- Respect the teaching/learning environment by interacting appropriately in classrooms and studios and by following safety guidelines.
- Honor individual differences and diverse viewpoints
- Maintain honesty and integrity in all work, communication, and interactions
- Respect the campus community through proper use of equipment and facilities
- Remain respectful in interactions including communications with staff and faculty
- Follow all College regulations
- Demonstrate good citizenship by following state and federal laws

I. DEFINITIONS

- 1) The term "College" means Pacific Northwest College of Art.
- 2) The term "student" includes all persons taking courses at the College, either full-time or part-time, enrolled in the Bachelor of Fine Arts program, the Graduate programs, or the Continuing Education programs. The term "student" also includes persons who withdraw after allegedly violating the Student Conduct Code, or who do not officially enroll for a particular term but have a continuing relationship with the College, or who have been notified of their acceptance for admission. The Student Conduct Code applies on all College premises.
- 3) The term "faculty member" means any person hired by the College to conduct classroom, studio, or teaching activities, or otherwise considered by the College to be a member of its faculty.
- 4) The term "College official" includes any person employed by the College who performs assigned administrative or professional duties.
- 5) The term "member of the College community" includes any person who is a student, faculty member, College official, volunteer, intern, alumna/ alumnus, or any other person employed by the College. A person's status in a particular situation shall be determined by the Director of Student Life.
- 6) The term "College premises" includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the College.

- 7) The term "organization" means any number of persons who have complied with the formal requirements for College recognition and/ or who are recognized by the school as a student organization.
- 8) The term "Student Conduct Board" means any person or persons authorized by the Director of Student Life to determine whether a student has violated the Student Conduct Code, and to recommend sanctions that may be imposed when a rule has been violated.
- 9) The term "Student Conduct Administrator" means a College official authorized on a case-by-case basis by the Director of Student Life to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Director of Student Life may authorize an individual to serve simultaneously as a Student Conduct Administrator and the sole member, or one of the members, of the Student Conduct Board. The Director of Student Life may authorize the same Student Conduct Administrator to impose sanctions in all cases. Unless there is a conflict of interest, the Director of Student Life may authorize himself or herself to serve as Student Conduct Administrator. Typically, the Academic Dean will serve as Student Conduct Administrator in cases involving academic dishonesty (cheating and plagiarism, for example).
- 10) The term "Appellate Board" means any person or persons authorized by the Director of Student Life to consider an appeal to a Student Conduct Board's determination that a student has violated the Student Conduct Code, or to the sanctions imposed by the Student Conduct Administrator.
- 11) The term "shall" is used in the imperative sense.
- 12) The term "may" is used in the permissive sense.
- 13) The Director of Student Life is that person designated by the College President to be responsible for the administration of the Student Conduct Code.
- 14) The term "policy" means the written regulations of the College as found in, but not limited to, the Student Conduct Code, the Residence Life Policy and Resource Guide, the PNCA website, the Thesis Handbook, the Computer Use Policy, and College catalogs.
- 15) The term "cheating" includes, but is not limited to:
- Using any unauthorized assistance in taking quizzes, tests, or examinations
 - Using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
 - Acquiring, without permission, tests or other academic material belonging to a College faculty or staff member
 - Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or in class discussion.
- 16) The term "plagiarism" includes but is not limited to the use, by paraphrase or direct quotation, of another person's published or unpublished work in any form (including the Internet) without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- 17) The term "Complainant" means any person who submits a charge alleging that a student has violated this Student Conduct Code. When a student believes that she/he has been a victim of another student's misconduct, the student who believes she/he has been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.
- 18) The term "Accused Student" means any student accused of violating this Student Conduct Code.

II. STUDENT CODE AUTHORITY

- The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and/or Appellate Board shall be authorized to hear each matter.
- The Director of Student Life shall develop policies for administration of the Student Conduct Code and procedural rules for the Student Conduct Board Hearings that are consistent with provisions of the Student Conduct Code. See Section IV.
- Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

III. CONDUCT

A. JURISDICTION OF THE STUDENT CONDUCT CODE

The Student Conduct Code shall apply to conduct that occurs on College premises, at institutions associated with PNCA's Global Studios and Exchange Programs, at College-sponsored events, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for knowing this Student Conduct Code from the time of application for admission through to the awarding of a degree. Conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (even if his/her conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Director of Student Life shall decide whether the Student Conduct Code shall be applied to conduct occurring off campus, on a case-by-case basis, at his or her sole discretion.

B. CONDUCT: RULES AND REGULATIONS

Students are required to engage in responsible social conduct that reflects favorably upon the College community and to model good citizenship in any community. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Section IV.

- 1) Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarizing, or other forms of academic dishonesty
 - b. Furnishing false information to any College official or faculty member
 - c. Forging, altering, or misusing any College document, record, or instrument of identification.
- 2) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or of other College activities, including public service functions on or off campus and authorized non-College activities on College premises.
- 3) Physical abuse, sexual harassment or misconduct, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person. Students are not allowed to inflict a wound upon themselves or others at PNCA. This includes, but is not limited to, tattooing, body piercing, branding, and/or scarification. Because of potential health hazards, the use of any human or animal body parts or fluids is prohibited. Performance art involving live sexual contact is also prohibited.
- 4) Attempted or actual theft of and/or damage to the College's or to a College community member's property, or to other personal or public property, on or off campus. This includes theft or alteration of artwork, either stored or exhibited.
- 5) Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation into, admission to, affiliation with, and/or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts. They are violations of this rule.
- 6) Failure to comply with directions of College officials or law enforcement officials acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
- 7) Unauthorized possession, duplication or use of keys or keycards to any College premises or unauthorized entry of College premises.
- 8) Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
- 9) Violation of any federal, state, or local law, either on or off campus.
- 10) A pattern of consistent use of any department's supplies or equipment for purpose of personal profit in an on-going business venture.
- 11) Use, possession, manufacturing, or distribution of heroin, narcotics, or other controlled substances except as expressly permitted by both state and federal law.
- 12) Use, possession, manufacturing, or distribution of alcoholic beverages or marijuana, except as expressly permitted by College regulations (see PNCA's Drug and Alcohol Policy). Public intoxication. Alcoholic beverages and/or Marijuana may not, in any circumstances, be used by, possessed by, or distributed to any person under 21 years of age.

- 13) Unauthorized possession of firearms, replica firearms, live ammunition, explosives, other weapons or replica weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed.
- 14) Participation in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operation of the College and/or infringes on the rights of other members of the College community. Leading or inciting others to disrupt scheduled and/or normal activities within a campus building or area.
- 15) Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
- 16) Conduct that is disorderly, lewd or indecent; breach of peace or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored or participated in by the College or members of the academic community. Disorderly conduct includes but is not limited to any unauthorized use of electronic or other devices while on College premises to make an audio or video recording of any person without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress.
- 17) Theft or other abuse of computer facilities and resources, including but not limited to:
- a. Unauthorized entry into a file to read, use, or change its contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and/or resources to interfere with the work of another student, faculty member, or staff member.
 - e. Use of computing facilities or resources to send obscene or abusive messages.
 - f. Use of computing facilities and/or resources to interfere with normal operation.
- of the College computing system.
- g. Use of computing facilities and/or resources in violation of copyright laws.
 - h. Any violation of the PNCA Computer Use Policy.
- 18) Abuse of the Student Conduct Code, including but not limited to:
- a. Failure to obey a notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct Code.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Institution of a Student Conduct Code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct Code.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, during, and/or after a Student Conduct Code proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board before, during, and/or after a Student Conduct Code proceeding.
 - h. Failure to comply with the sanction(s) imposed in the Student Conduct Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code.

C. VIOLATION OF LAW and COLLEGE DISCIPLINE

- 1) PNCA disciplinary proceedings may be instituted against a student who is charged with conduct that violates both the law and the Student Conduct Code (i.e., if both violations result from the same incident), without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. At the discretion of the Director of Student Life, proceedings under the Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Determinations made or sanctions imposed in accordance with the Student Conduct Code shall not be subject to change even if criminal charges arising out of the same incident are dismissed, reduced, or resolved in favor of, or against, the criminal-law defendant.
- 2) When a student is charged with violating the law by federal, state, or local authorities, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being dealt with under the Student Conduct Code, the College may inform off-campus authorities of the Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies to enforce criminal law on campus and maintain the conditions imposed by criminal court for the rehabilitation of student violators (providing that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with government representatives as they deem appropriate.

IV. STUDENT CONDUCT CODE PROCEDURES

A. CHARGES and STUDENT CONDUCT BOARD HEARINGS

- 1) Any member of the College community may file charges against a student for violations of the Student Conduct Code. The individual filing the charge must put the offense in writing and address the letter to the Director of Student Life, and must do so as soon as possible after the event has taken place, preferably within one month from the date the complainant first attempted to resolve the matter. In cases of charges of sexual harassment and/or misconduct, the procedure described in the Sexual Misconduct Policy (see page 65) will take precedence over Student Conduct Code procedures.
- 2) A student conduct administrator selected and authorized by the Director of Student Life may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of all parties involved. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the student conduct administrator may later serve as the Student Conduct Board or a member thereof. If the student admits to violating institutional rules, but sanctions are not agreed to, the subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s). In the case of serious offenses, the College may elect to impose sanctions against a student without his or her consent, at the discretion of the student conduct administrator. See Section IV(D) for information about the appeals process.
- 3) All charges shall be presented in writing to the accused student. Scheduling of the Student Conduct Board hearing shall not occur less than five nor more than 15 calendar days after the student has been notified of the charges against him or her. The maximum time limit for scheduling a Student Conduct Board hearing may be extended at the discretion of the Student Conduct Administrator.
- 4) Student Conduct Board hearings shall be conducted according to the following guidelines, except as provided by Section IV(A)(7) below:
 - a. Student Conduct Board hearings normally shall be conducted in private.
 - b. The complainant and his or her advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing during which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
 - c. In Student Conduct cases involving more than one accused student, the Student Conduct Administrator, at his or her discretion, may permit the students' Student Conduct Board hearings to be conducted either separately or jointly.
 - d. The complainant and the accused student have the right to be assisted by an advisor of their choosing, at their own expense. The advisor must be a member of the College community and may not be an attorney. The complainant and/or the accused student should select an advisor whose schedule allows him or her to attend the Student Conduct Board hearing, since delays due to advisors' scheduling conflicts will not normally be allowed.

- e. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will arrange for the attendance of witnesses who are members of the College community and who are identified by the complainant and/or accused student at least two weeks prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. The complainant and accused student may suggest questions to be answered by each other or by other witnesses. The Student Conduct Board will direct such questions to the Student Conduct Board chairperson, rather than to the witness directly. This method preserves the neutral tone of the hearing and avoids creating an adversarial environment. Questions about whether potential information will be admitted shall be resolved at the discretion of the Student Conduct Board chairperson.
- f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board member at the discretion of the Student Conduct Board chairperson.
- g. All procedural questions are subject to the final decision of the Student Conduct Board chairperson.
- h. After the conclusion of the portion of the Student Conduct Board hearing during which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote, if the Student Conduct Board consists of more than one person) whether or not the accused student has violated the section(s) of the Student Conduct Code that he or she is charged with violating.
- i. The Student Conduct Board's determination shall be made based on whether it is more likely than not that the accused student violated the Student Conduct Code.
- j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal and civil court, are not used in Student Conduct Board hearings.

- 5) There shall be a single verbatim record, such as a digital recording, of all Student Conduct hearings before a Student Conduct Board, with the exception of deliberations, which shall not be recorded. The record shall be the property of the College.
- 6) If an accused student, with notice, does not appear at a Student Conduct Board hearing, the information supporting the charges against the student shall still be presented and considered, even though the accused student is not present.
- 7) The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation during the hearing from the complainant, the accused student, and/or other witnesses by providing separate facilities, by using a visual screen, and/or by permitting participation in the hearing by telephone, videophone, closed circuit television, video conferencing, video tape, Skype, written statement, or other means, as determined by the sole judgment of the Student Conduct Administrator to be appropriate.

B. SANCTIONS

- 1) The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
 - a. Warning: A notice in writing to the student that he or she is violating or has violated institutional regulations.
 - b. Probation: A written reprimand for violation of specific regulations. Probation is for a designated period of time, and includes the probability of more severe disciplinary sanctions if the student violates any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges: Denial of specified privileges for a designated period of time.
 - d. Fines: Previously established and/or published fines may be imposed.
 - e. Restitution: Compensation to the complainant for loss, damage, or injury. This may involve appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions: Work assignments, essays, service to the College, or other related discretionary assignments.
 - g. Residence Life Suspension: Separation of the student from ArtHouse for a definite period of time, after which the student will be eligible to return. Conditions for readmission to the student housing shall be specified.

- h. Residence Life Expulsion: Permanent separation of the student from PNCA sponsored housing.
 - i. College Suspension: Separation of the student from the College for a definite period of time, after which the student will be eligible to return. Conditions for readmission to the College shall be specified.
 - j. College Expulsion: Permanent separation of the student from the College.
 - k. Revocation of Admission and/or Degree: Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violations of College standards for obtaining a degree, or for other serious violations committed by a student prior to graduation.
 - l. Withholding of Degree: The College may withhold awarding a degree otherwise earned until the removal of all sanctions imposed.
- 2) More than one of the sanctions listed above may be imposed for a single violation.
- a. Other than expulsion from the College or revocation or withholding of an awarded degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation and upon written request to the Student Conduct Administrator, the student's disciplinary and/or academic record may be expunged of disciplinary actions with the exception of residence hall expulsion, College suspension, College expulsion, and/or revocation or withholding of a degree awarded. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion, and/or revocation or withholding of a degree shall be expunged from the student's confidential disciplinary record three years after final disposition of the case.
 - b. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the Student Conduct hearing and of the sanctions imposed, if any, shall be entered into the academic and/or disciplinary records of both the accused student(s) and the student(s) claiming to be the victim, since each student's education and chance of success in the academic community may be impacted.
- 3) The following sanctions may be imposed upon groups, clubs, or organizations:
- a. Those sanctions listed above in Section IV(B)(1) (a)-(f).
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation and loss of all privileges, including PNCA recognition, for a specified period of time.
- 4) In each case in which a Student Conduct Board determines that a student and/or group, club, or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as or on the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to the sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group, club, and/or organization (and the complaining student, who believes she/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. INTERIM SUSPENSION

In certain circumstances, the Director of Student Life, or a designee, may impose a College or residence hall suspension prior to the Student Conduct Board hearing.

- 1) Interim suspension may be imposed only:
- a. to ensure the safety and well-being of College community members or to preserve College property
 - b. to ensure the student's own physical or emotional safety and well-being
 - c. if the student poses an ongoing threat to, disruption of, or interference with, the normal operations of the College.
- 2) During the interim suspension, a student shall be denied access to the residence hall and/or to the campus (including classes) and/or to all other College activities or privileges for which the student might otherwise be eligible, as determined as appropriate by the Director of Student Life or the Student Conduct Administrator.
- 3) The interim suspension is not a replacement for the regular hearing process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.

D. APPEALS

- 1) A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the accused student(s) or complainant(s) to an Appellate Board within five business days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or to his or her designee.
- 2) Except as required to explain the basis of new information, an appeal to a Student Conduct Board decision shall be limited to a review of the verbatim record of the Student Conduct Board hearing and the supporting documentation for one or more of the following purposes:
 - a. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present information in support of his/her/their claim that the Student Conduct Code was violated, and giving the accused student(s) a reasonable opportunity to prepare and present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision regarding the accused student was based on substantial information, that is, whether there were facts that, if believed, were sufficient to establish that a violation of the Student Conduct Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation(s) of the Student Code which the student was found to have committed.
 - d. To consider new information or other relevant facts sufficient to alter a decision, which were not presented in the original hearing because such information and/or facts were not known to the person appealing at the original Student Conduct Board hearing.
- 3) If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct board and Student Conduct Administrator, and the Student Conduct board hearing will be reopened to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

V. INTERPRETATION & REVISION

- A. Any question regarding interpretation or application of the Student Conduct Code shall be referred to the Director of Student Life or their designee for final determination.
- B. The Director of Student Life shall review the Student Conduct Code every three years.

ADMINISTRATIVE WITHDRAWAL POLICY

I. INTRODUCTION

- 1) The procedures for involuntary administrative withdrawal of a student from PNCA are to be used only after reasonable attempts to secure voluntary cooperation for psychological or medical evaluation or for withdrawal have been exhausted, and will be used only after thoughtful consideration by members of the Student Life staff.
- 2) Students subject to the Administrative Withdrawal Policy are encouraged to consult with family members, whether an administrative withdrawal is voluntary or involuntary. Family members of a student under 18 years of age will be informed without, but preferably with, the student's permission.
- 3) Students may become subject to this Policy through referral to the Director of Student Life. These referrals will primarily come through the PNCA Threat Assessment

Team, the PNCA Counseling Center, the Residence Life staff, or Security. Community members observing disruptive or dangerous behavior should contact Student Life or Security.

II. CONDITIONS FOR INVOLUNTARY ADMINISTRATIVE

WITHDRAWAL

- 1) A student will be subject to involuntary administrative withdrawal from PNCA when, in the judgment of the Director of Student Life, there is a substantial and significant possibility that the student, as a result of a physical or psychological condition:
 - a. Will harm him/herself or others
 - b. Will cause significant property damage
 - c. Will be substantially unable to meet his or her responsibilities as a student
 - d. Will be unable to care for his or her daily physical needs without assistance, and has failed to secure such assistance

e. If the student has engaged in an activity which subjects him or her to PNCA disciplinary action, the matter will be handled through PNCA's student disciplinary process unless the Director of Student Life determines that the student, as a result of psychological conditions:

- 1) Lacks the capacity to respond to pending disciplinary charges against him or her, or
- 2) Did not know the nature or wrongfulness of the conduct at the time of the offense.

III. REFERRAL FOR EVALUATION

In determining whether or not a student's behavior meets the criteria set forth in Section II, the Director of Student Life will consult with the Counseling Center and may refer the student for evaluation by an independent licensed psychiatrist, psychologist, or other medical provider approved by the College. A student is required to sign any releases deemed necessary to share relevant information about his or her condition with those who are involved in the evaluation and assessment process. An Involuntary Administrative Leave Withdrawal may

be imposed on a student who fails or refuses to undergo an evaluation or who fails to sign a release and as a result a determination cannot be made as to whether a "direct threat" exists. The student will be informed of his or her referral for evaluation in writing, either by hand delivery or by certified or overnight mail. The evaluation must be completed within five business days from the date of the referral letter, unless an extension is granted in writing by the Director of Student Life.

IV. PROCEDURES

A. MEETING WITH THE DIRECTOR OF STUDENT LIFE

- 1) A student may be requested in writing and/or orally (depending on the urgency of the situation) to attend an informal meeting with the Director of Student Life for the purpose of determining whether he or she, as a result of a physical or psychological condition, falls within one of the four categories described in Section II. A. and, if so, the necessity for withdrawal. Such a request will include a statement of the reasons for the College's concern.
- 2) If it is determined that the student lacks the capacity to participate in such a meeting, he or she will be subject to immediate interim withdrawal, outlined in Section V below.
- 3) Other appropriate personnel may be present and/or consulted. Parents, spouses, or any person who would be of support to the student may, with the consent of the Director of Student Life and of the student, participate in the informal meeting. At the meeting, the reasons for the College's concern regarding the student will be stated and the student will be given an opportunity to respond to these concerns.
- 4) If, after the meeting, the student is found not to fall within one of the four categories described in Section II. A., he or she will be so informed in writing by the Director of Student Life, and will be allowed to continue as a student.

B. WITHDRAWAL OPTIONS

- 1) Voluntary Administrative Withdrawal: If, after the informal meeting with the Director of Student Life, the student agrees to withdraw voluntarily from the College, regular withdrawal procedures will be followed (see page 104) . The student may be permitted to withdraw voluntarily without grades if, in the judgment of the Director of Student Life and the academic dean (after consultation with and approval by the student's instructors), the circumstances warrant such permission. In the case of a Voluntary Administrative Withdrawal, the College will determine what, if any, tuition and fees will be refunded to the student.
- 2) Involuntary Administrative Withdrawal: If, after the informal meeting, the Director of Student Life decides that the student should withdraw from the College and only be permitted to re-enter the College with approval from the college, the student shall be involuntarily withdrawn from PNCA. The student will

be notified in writing of this decision within five business days of the informal meeting. The notification will also include the basis for the decision, the period of time during which the student is not permitted to re-enroll, and the conditions under which the student can re-enroll. The Director of Student Life may require behavioral evidence that the student is ready for reinstatement such as steady employment or satisfactory academic performance at another college. The Director of Student Life may also require that the student be interviewed at the PNCA Counseling Center and/or examined by an outside professional chosen by the College. The student may be required to be in treatment as a condition for reinstatement, and his or her continued enrollment at PNCA may be based on compliance with a treatment program that is satisfactory to the College. In such cases, the Director of Student Life must be granted permission by the student to verify compliance with treatment programs. In the case of an Involuntary Administrative Withdrawal, the College will determine what, if any, tuition and fees will be refunded to the student.

*See standard withdrawal policies regarding tuition refunds and financial aid.

C. APPEAL

- 1) If the student fails to accept the involuntary administrative withdrawal, the student shall notify the Director of Student Life of such refusal within five business days of receipt of the written decision. If the student fails to notify the Director of Student Life of such refusal within five business days of receipt of the written decision, the student will be deemed to have waived his or her right to appeal the involuntary administrative withdrawal decision.
- 2) The student may appeal the withdrawal decision in writing to the Vice President for Advancement and External Relations, who will administer the appeals process. The Vice President for Advancement and External Relations will review the written decision of the Director of Student Life and any additional materials that were considered in the decision to involuntarily withdraw the student. The Vice President for Advancement and External Relations will thereupon determine whether to hear the appeal personally or to appoint an Appeals Committee to hear the appeal. If the Vice President for Advancement and External Relations opts to appoint an Appeals Committee, the committee will consist of him- or herself (or his or her designee) and two staff members from outside the Student Life office. The committee shall review the withdrawal decision using the following criteria:

- a. Was the evidence reviewed by the Director of Student Life sufficient to justify a determination?
- b. Was the determination in keeping with the gravity of the behavior?
- c. Is there evidence that the Director of Student Life acted in a capricious or prejudicial manner?

3) The Appeals Committee shall prepare a written decision containing their findings and conclusions. Copies of the decision shall be furnished to the student and the Director of Student Life. The decision of the Appeals Committee shall be final and conclusive and not subject to further appeal.

- 1) The reliability of the information concerning the student's behavior
- 2) Whether or not the student's behavior poses a danger of causing imminent physical harm to the student or others, or of causing property damage, or of directly impeding the lawful activities of others
- 3) Whether or not the student has completed or submitted an evaluation, in accordance with the standards and procedures as described in Section III
- 4) Whether or not the student has fulfilled the requirements for reinstatement outlined in the notification letter

V. IMMEDIATE INTERIM WITHDRAWAL

A. IMMEDIATE INTERIM WITHDRAWAL MAY BE IMPLEMENTED

An immediate interim withdrawal from the College and from College housing may be implemented if a student is found to be:

- 1) Causing serious physical harm to self or others
- 2) Causing significant property damage
- 3) Directly impeding lawful activities of others
- 4) Currently unable to participate in academic activities due to the presence of delusions, hallucinations, grossly disorganized or catatonic behavior, or incoherent speech
- 5) Neglecting to complete a required psychological or medical evaluation
- 6) Lacking the capacity to participate in a meeting with the Director of Student Life to discuss an administrative withdrawal.

B. NOTIFICATION AND REVIEW

A student subject to immediate interim withdrawal will be notified in writing and/ or orally (depending on the urgency of the situation), and then will be given an opportunity to appear before the Director of Student Life, or a designee, within two business days from the effective date of the immediate interim withdrawal, in order to review the following issues only:

C. UPHOLD OR CANCEL

At the conclusion of this meeting, the Director of Student Life will either uphold or cancel the immediate interim withdrawal. Regardless of whether the immediate interim withdrawal is upheld or cancelled, the involuntary administrative withdrawal process will proceed according to the steps outlined in this policy.

VI. CONFIDENTIALITY

All information received and/or reviewed during the Involuntary Administrative Withdrawal process will be held in the strictest confidence and shall constitute the working papers of the Director of Student Life rather than a component of the student's official academic file. Documentation and official letters of notice written by an agent of PNCA shall be considered a part of the student's disciplinary record and not that of the academic record. The academic record will only disclose that the student is on leave for a designated amount of time. As this policy is intended to protect the student who is the subject of these proceedings and the PNCA community as a whole, the Director of Student Life may reasonably deviate from these guidelines to the extent indicated by the facts of the case or proceedings, unless significant prejudice to a student may result.

STUDENT GRIEVANCE PROCESSES FOR GRIEVANCES WITH FACULTY (OUTSIDE OF TITLE IX PROCESSES AND GRADE DISPUTES)

GUIDING PRINCIPLES

- The grievance process prioritizes addressing and resolving student grievances as quickly and simply as possible, at the lowest level of intervention.
- The goal of the grievance process is to build relationships and find healthy and equitable solutions, not to punish.
- The grievance process will endeavor to use evidence from as many relevant sources as is possible to establish the facts of the matter prior to rendering judgements or conclusions.
- The grievance process should acknowledge that both faculty and students are here to teach and learn, and that teaching and learning can be uncomfortable. Any student grievance should be assessed in light of this reality.
- If the Dean determines at any point in this process that the grievance is a Title IX grievance, the process immediately transitions to a Title IX process.

NOTE ON TITLE IX AND GRADE DISPUTES

- 1) The Dean or the Director of Student Life (whoever the student initially approaches) must consult with the Title IX coordinator to determine whether the grievance is a Title IX grievance. If the grievance is determined to be a Title IX grievance, the Title IX policy immediately begins. None of the processes described here may be employed in lieu of the Title IX policy.
- 2) The Dean or the Director of Student Life (whoever the student initially approaches) must determine whether the grievance is a grade dispute grievance or not. If the grievance is determined to be a grade dispute grievance, the grade dispute policy immediately begins. None of the processes described here may be employed in lieu of the grade dispute policy.

INFORMAL RESOLUTION 1

1. If a student approaches either the Dean or the Director of Student Life with a relatively simple complaint about a faculty member's behavior, they are encouraged to talk directly with the faculty member to try to reach a resolution.
2. If the student refuses a direct interaction with the faculty member, the student is encouraged to speak with the Head, Director, or Chair who supervises the faculty member. (If the faculty member in question is a Head, the student is directed to speak with the faculty member's Chair. If the faculty member in question is a Chair or Director, the student is directed to speak with the Dean. If the faculty member in question is the President, the student is directed to speak with the Dean. If the faculty member in question is the Dean, the student is directed to speak with the President.)
3. After the aggrieved student and the faculty member (or their Program Director or Chair) have discussed the situation, the Dean follows up with all relevant parties to ensure that a resolution has been attained.
4. No record of these exchanges is put in faculty member's HR file.

INFORMAL RESOLUTION 2

- 1) If a student approaches either the Dean or the Director of Student Life with a complaint about a faculty member's behavior that is causing them to be uncomfortable, either the Dean or the Director of Student Life may suggest a mediated conversation with either the Dean or the Director of Student Life acting as a mediator between the student the faculty member.
- 2) If the student refuses a mediated conversation with the faculty member, the student is encouraged to speak with the Head, Director, or Chair who supervises the faculty member. (If the faculty member in question is a Department Head, the student is directed to speak with the faculty member's Chair. If the faculty member in question is a Chair or Director, the student is directed to speak with Dean; in this circumstance, the Faculty Senate President or Chair of P+T serve as the mediator in lieu of the Dean. If the faculty member in question is the President, the student is directed to speak with the Dean. If the faculty member in question is the Dean, the student is directed to speak with the President. In either of these latter two circumstances, the Faculty Senate President or the Chair of P+T serve as the mediator in lieu of the Dean.)

- 3) In an instance in which a student is unwilling to speak to the faculty member in a mediated conversation (or their Program Director or Chair), either the Dean or the Director of Student Life contacts the faculty member and has an in-person conversation with the faculty member, alerting them to the issue and discussing options for resolution and future prevention. The goal is pedagogical support of the faculty member while acknowledging the aggrieved student's concerns. Either the Dean or the Director of Student Life reports back to the student about the conversation, as appropriate.
4. No record of these exchanges is put in faculty member's HR file.

FORMAL RESOLUTION

If the informal resolutions are not successful, or in a situation involving truly dire student allegations with potential ethical and/or legal consequences, the Dean initiates a formal investigation.

A formal investigation follows these steps:

- 1) The Dean makes clear to both the aggrieved student and the relevant faculty member that any communication regarding the grievance, whether written or spoken, is on the record and will be used to inform the Student Statement or the Faculty Statement.
- 2) The Dean makes clear to both the aggrieved student and the relevant faculty member that they are entitled to a representative to act as a support person during any in-person exchanges if they so desire. For the student, an appropriate representative might be, for example, a fellow student, a member of Student Services, or the Inclusions Specialist. For the faculty member, an appropriate representative might be, for example, a member of the Personnel and Tenure Committee or the Faculty Senate President. The chosen representatives of the student and the faculty member must be willing and able to respect confidentiality and must not be engaged in any sort of conflict of interest.
- 3) The aggrieved student may choose to remain anonymous in this process, but they are not encouraged to do so unless it is clear to the Dean that the student's security and safety is truly at risk.

- 4) The Dean collects student grievances and documents them in writing. The Dean requests written documentation from students or other evidence such as emails, Homeroom posts, etc. to support the grievance. As much specificity as possible is sought to substantiate the grievance. As appropriate, the Dean also speaks with other relevant students who might be able to substantiate or repudiate the grievance. This compiled information constitutes the Student Statement.
- 5) The Dean meets with the faculty member and shares the Student Statement. The faculty member is made aware via email prior to the meeting about the purpose and intentions of the meeting. The Student Statement is shared with the faculty member via email prior to the meeting.
- 6) The faculty member is allowed to respond in the meeting, via email, and/or through any future meetings they desire. They are asked to provide written documentation or evidence supporting their point of view, including any relevant emails, class records, etc. Based on these exchanges, a Faculty Statement is written by the Dean.
- 7) Based on the Faculty Statement, the Student Statement, course evaluations, a review of relevant Homeroom sites, and any other applicable fact-checking methods, the Dean writes a Draft Investigative Report. This report should specifically address whether or not there is sufficient cause for formal action, and why, and should be specific to the instance at hand. It should also specifically include any good-faith measures the faculty member has made to address the situation constructively and in the spirit of academic best practices, and what other measures ought to be considered if these have been deemed insufficient.
- 8) The Dean presents the Draft Investigative Report to both the aggrieved student and the faculty member for input.
- 9) The Dean writes a Final Investigative Report based on feedback from both the student and the faculty member. (See 6 above).
- 10) The Dean makes a decision about the correct course of action based on the Final Investigative Report, based upon and linked to the outcomes in part 6, above. If the Final Investigative Report is either inconclusive or fails to find cause for the grievance, no further action is taken. Regardless of the findings of the Investigative Report, it is placed in the faculty member's H.R. file. The faculty member has the right to submit his or her understanding of the grievance in a written report that will also be placed in the H. R. file.

- 11) The Dean informs the student of the outcome of the grievance process, as appropriate.
- 12) If appropriate, the Dean drafts a Performance Improvement Plan for the faculty member outlining desired improvements, giving a copy to the faculty member and placing a copy in the faculty member's HR file along with the Final Investigative Report.
- 13) If either the student or the faculty member wishes to appeal the Final Investigative Report, the process is as follows:
 - a. The grounds for appealing the Final Investigative Report are as follows:
 - i. A procedural error occurred, which may change the outcome of the decision; or
 - ii. Either the student or the faculty member has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.
 - b. Disagreement with the Final Investigative Report is not, by itself, grounds for appeal.
 - c. Appeals must contain a clear statement of the grounds for the appeal, including: a) the specific procedural error that occurred and how it potentially impacted the outcome of the decision; or b) the substantive and relevant new information, details as to why the information was not available at the time of the investigation, and how the new evidence might impact the outcome of the decision.
 - d. Appeals of the Final Investigative Report must be received in writing by the Dean within one week of the date of the Final Investigative Report.
 - e. Based on the reason for the appeal, the Dean, in consultation with the Faculty Senate President and/or the P+T Chair will determine the procedural response.
 - f. Ordinarily, appeals will be decided within two weeks and the parties will be informed of the outcome in writing.

Note: In both of the Informal Resolutions described above, either the Dean or the Director of Student Life has the sole responsibility to lead and mediate the resolution process. In the Formal Resolution, the Dean has the sole responsibility to lead and mediate the resolution process. The President and the Inclusions Specialist should enter this process only at the request of the Dean or the Director of Student Life. If approached by students on issues involving faculty members, the President and the Inclusions Specialist should immediately report the contact directly to the Dean.

SEXUAL HARASSMENT & MISCONDUCT POLICY

PREAMBLE

Your health, safety, and well-being are the College's primary concern. If you or someone you know may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance.

Assistance can be obtained 24 hours a day, seven days a week, from the Portland Police by calling 911 or, during PNCA operating hours when the sexual misconduct is occurring or may reasonably be expected to occur on campus property, by calling the Security phone at 503.621.2061 or by calling the Campus Safety Manager, Manny Guerra at 503.821.8897.

You are also strongly urged to contact the Title IX Coordinator as soon as reasonably possible to report any sexual misconduct you believe may have occurred.

PNCA's Title IX Coordinator is Cordelia Daniels, the Director of Legal Service, and can be contacted directly to report any misconduct at 503.821.8930 and cdaniels@pnca.edu.

You may also email information or reports to the Title IX team at titleIX@pnca.edu.

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue SW, Washington, DC 20202-1100 (or by Customer Service Hotline: 800.421.3481; fax: 202.453.6012; TDD: 877.521.2172; email: ocr@ed.gov or www.ed.gov/ocr).

I. INTRODUCTION

A. OVERVIEW AND PURPOSE

Sexual Misconduct, as defined by the College's Policy and Procedures, comprises a broad range of behavior that will not be tolerated in the College's community. For purposes of this policy, "Sexual Misconduct" includes Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, and Non-Consensual Sexual Intercourse; see below for each term's full definition. Sexual Misconduct violates College policy and federal civil rights law and may also be subject to criminal prosecution.

The College is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct

and timely and fair resolution of Sexual Misconduct complaints. Creating a safe environment is the responsibility of all members of the College community. As a recipient of federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs or activities.

Title IX requires that the College have a statement of policy and procedure for handling complaints of Sexual Misconduct. This policy constitutes that requirement. Sexual Misconduct, as defined in this policy, is a form of sex discrimination prohibited by Title IX. PNCA is committed to providing programs, activities, and an educational environment free from sex discrimination.

The College is also required to provide due process to students accused of Sexual Misconduct. This policy is designed to provide a fair process for both/all parties while also ensuring the complainant's protections under Title IX. Consistent with due process, an accused student is presumed innocent until proven otherwise under this policy.

The College is also required and is committed to upholding the First Amendment of the United States Constitution. Nothing in this policy is intended to abridge the rights or freedoms guaranteed by the First Amendment.

B) DEFINITIONS

"Adjudicator" means the standing group of faculty and staff, appointed by the President of PNCA or their designee, to oversee complaints of Sexual Misconduct and draft the final report.

"Clery Act" means the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46.

"College" means Pacific Northwest College of Art.

"Educator" means Title IX Educator, a member of the Title IX Team who serves to educate the community on the role and function of Title IX.

“Effective Consent” means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused student knows or reasonably should have known of such Incapacitation. Effective Consent is also absent when the activity in question exceeds the scope of Effective Consent previously given. In addition, certain states have designated a minimum age under which a person cannot give “Effective Consent,” which is 18 under Oregon State law.

“FERPA” means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.

“Force” means physical force, violence, threat, intimidation, or coercion.

“Incapacitation” means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol or another drug is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, Incapacitation is determined by how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused student(s) knew, or whether a sober, reasonable person in the position of the accused student should have known, that the complainant was Incapacitated. Because Incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is Incapacitated and therefore unable to give Effective Consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this policy.

“Investigators” means the individuals designated by the Title IX Coordinator to conduct investigations into alleged Sexual Misconduct.

“Non-Consensual Sexual Contact” means Sexual Contact that occurs without Effective Consent.

“Non-Consensual Sexual Intercourse” means Sexual Intercourse that occurs without Effective Consent.

“Non-College Conduct” means conduct that occurred at a place other than: College-owned or -leased property, College sanctioned functions, the permanent or temporary local residence of a College student, faculty member, employee, or visitor, or anywhere in the City of Portland or Multnomah County.

“President” means the President of Pacific Northwest College of Art and their designee.

“Sexual Contact” means the deliberate touching of a person’s intimate parts (including genitalia, groin, breast, or buttocks,

or clothing covering any of those areas), or using force to cause a person to touch their own or another person’s intimate parts.

“Sexual Exploitation” means taking sexual advantage of another person without Effective Consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over that person; causing the prostitution of another person; recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts, or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

“Sexual Harassment” means unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person’s College employment, academic performance, or participation in College programs or activities, and creates a working, learning, program, or activity environment that a reasonable person would find intimidating, hostile, or offensive. Sexual Harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and acts of sexual violence. In evaluating any complaint of Sexual Harassment, the perceived offensiveness of a particular expression, by itself, is not sufficient to constitute Sexual Harassment. The conduct in question must be objectively intimidating, hostile, or offensive, and must interfere with a person’s right to equally participate in College programs and activities. The exclusive purpose of this policy is to protect students from sex discrimination, consistent with both federal regulatory law and the requirements of the First Amendment to the United States Constitution.

“Sexual Intercourse” means penetration (anal, oral, or vaginal) by a penis, tongue, finger, or an inanimate object.

“Sexual Misconduct” is a broad term encompassing “Sexual Exploitation,” “Sexual Harassment,” “Non-Consensual Sexual Contact,” and “Non-Consensual Sexual Intercourse,” as defined in this policy. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

“Title IX Coordinator” means party designated by the College to oversee the Title IX process.

“Title IX Team” means the committee charged with overseeing the Title IX process, which includes; the Title IX Coordinator, Deputies, Adjudicators, Educators, and others parties as assigned by the Title IX Coordinator.

II. JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS; INTERIM MEASURES

A. JURISDICTION

- 1) Personal Jurisdiction: Any person may file a complaint of Sexual Misconduct against a "College student" under this policy. A "College student" means any student who is registered or enrolled at PNCA
 - a. at the time of the alleged Sexual Misconduct (including Sexual Misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of the student's continued enrollment at the College), and
 - b. at the time that the Title IX Coordinator prepares and delivers to the Investigators a formal complaint against such student pursuant to Section IV.B., below.
- 2) Geographic Jurisdiction: This policy applies to any allegation of Sexual Misconduct against a College student, regardless of where the alleged Sexual Misconduct occurred. Although there is no geographical limitation to invoking this policy, Sexual Misconduct that is alleged to have occurred at a significant distance from the College may be more difficult to investigate. The College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the College community to warrant with respect to any complaint
 - a. by a person who is not a member of the College community, and
 - b. relating to Non-College Conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the College community to warrant processing the complaint.

B. TIMING OF COMPLAINTS AND AVAILABILITY OF PROCEDURES

- 1) Informal Resolution Procedure: So long as there is personal jurisdiction over the accused student pursuant to Section II.A.1 above, there is no time limit to invoking an Informal Resolution Procedure in response to complaints of alleged Sexual Misconduct. Nevertheless, students are encouraged to report alleged Sexual Misconduct immediately in order to maximize the College's ability to obtain evidence and conduct a thorough, impartial, and reliable investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant evidence and witness testimony, and may impair the College's ability to enforce this policy

Where the accused student is a degree candidate (i.e. the student is working on their thesis project), it is the responsibility of the complainant to consult with the Title IX Coordinator regarding the accused student's intended date of graduation, and to file a complaint in a timely manner when personal jurisdiction over the accused student would otherwise be lost pursuant to Section II A., above. The conferral of a degree may be deferred until any Sexual Misconduct charges have been properly resolved, provided that a hearing is scheduled for the earliest practicable date that may accommodate the parties and their witnesses.

- 2) Formal Resolution Procedure: In order to utilize the Formal Resolution Procedure, Complainants must file a written complaint with the Title IX Coordinator within one (1) calendar year of the alleged discriminatory act, or the date on which the complainant first knew or reasonably should have known of such act. Complaints of sex discrimination brought forth beyond the period will be tracked and investigated to the extent possible, consistent with the campus Title IX obligations, including the Title IX Coordinator's duties to spot patterns and address systemic issues.

C. RETALIATION

It is a violation of College policy to retaliate against any person making a complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct. For these purposes, "retaliation" includes intimidation, threats, harassment, and other adverse action threatened or taken against any complainant or third party. Retaliation should be reported promptly to the Title IX Coordinator and may result in disciplinary action independent of the sanction(s) or interim measure(s) imposed in response to the original allegations of Sexual Misconduct. A faculty member, staff member, or student who retaliates in any way against an individual who has brought a complaint in good faith pursuant to this policy or against an individual who has participated in good faith in an investigation of such a complaint is subject to disciplinary action up to and including termination or expulsion.

D. OTHER RELATED MISCONDUCT

In accordance with this policy, the Title IX Team is empowered to hear allegations of, and to impose sanctions for, Sexual Misconduct and any violations of the Student Conduct Code directly related to the alleged Sexual Misconduct, or any alleged violations of the Student Conduct Code itself. Such related misconduct may include, without limitation, violations of the rules of privacy as articulated herein, violations of the Title IX Coordinator's directive(s) discussed in Section II.F. below, and/ or other Conduct Code violations that occurred in the course of the alleged Sexual Misconduct.

It is not the practice of the College to pursue disciplinary action against a complainant or witness for their improper

use of alcohol or drugs (e.g., underage drinking), provided that such student is acting in good faith as a complainant or witness to the events of the alleged Sexual Misconduct. College students who appear before the Title IX Investigators or other Title IX Team members, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the Conduct Code.

E. COORDINATION WITH LAW ENFORCEMENT AND EFFECT OF CRIMINAL PROCEEDINGS

Because Sexual Misconduct may constitute both a violation of College Policy and a criminal activity, the College encourages students to report alleged Sexual Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful for gathering relevant evidence, particularly forensic evidence.

Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for the purposes of this policy, has occurred. In other words, conduct may constitute Sexual Misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. In such cases, the complainant may not initially understand the results of the criminal investigation, the nature of criminal procedures, or the grounds for the law enforcement agency's decision not to prosecute. The complainant in such cases may request that the Title IX Coordinator identify a senior member of the College administration to assist the complainant with seeking and attending a meeting with the local prosecutor to gain an understanding of the decision to decline a prosecution.

The College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation into a complaint of Sexual Misconduct under this policy (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) and may take interim measures to protect the complainant and the College community, if necessary, as described in Section II.F. below. In the event that an allegation includes behavior or actions that are under review by law-enforcement authorities, the Investigative Team will, in light of status updates from law-enforcement authorities and the Title IX Officer, assess and reassess the timing of the investigation under the Policy, so that it does not compromise the criminal investigation.

F. INTERIM MEASURES

In all complaints of alleged Sexual Misconduct, regardless of whether the complainant wishes to pursue Formal Resolution, Informal Resolution, or no resolution of any kind, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the

circumstances to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, at or after the intake meeting, the Title IX Coordinator may impose a "no contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, in person or via electronic means, pending the investigation and, if applicable, the hearing. The Title IX Coordinator may also take any further protective action that they deem appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, directing appropriate College officials to alter the students' academic, College housing, and/or College employment arrangements. When taking steps to separate the complainant and the accused student, the Coordinator (or Deputy) will seek to minimize unnecessary or unreasonable burdens on either party, provided, however, that every reasonable effort is made to allow the complainant to continue in their academic, College housing, and/or College employment arrangements. Violation(s) of the Title IX Coordinator's directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

III. INFORMAL RESOLUTION

Informal Resolution provides an opportunity for the complainant to confront the accused student, in the presence of, and facilitated by a member of the Title IX Team, and to communicate their feelings and perceptions regarding the incident, the impact of the incident, and their wishes and expectations regarding protection in the future. The accused student will have an opportunity to respond.

A. REQUESTING INFORMAL RESOLUTION

Initiating Parties may make a request, in writing, for informal resolution to Title IX Coordinator. The request should identify the alleged harasser (if known) and describe the allegations with specificity. The Title IX Coordinator, in consultation with the Title IX Team, will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

B. UPON DETERMINING THAT INFORMAL RESOLUTION IS APPROPRIATE, THE TITLE IX COORDINATOR WILL

- 1) consult further with the person initiating the request,
- 2) inform the person who is the subject of the allegations, and
- 3) gather additional relevant information as necessary from the parties and others, as indicated.
- 4) Assign a member of the Title IX Team to facilitate the conversation between the parties and attempt to aid the parties in finding a mutually acceptable resolution

- 5) Title IX Coordinator also may put in place any appropriate interim measures to protect the educational and work environment.

C. ADVISORS

The complainant and the accused student each may bring an advisor to the informal resolution. An advisor should be an officer (faculty or staff) of the College but may not be related to anyone involved in the complaint or have any other involvement in the process. A student may select a secondary advisor of their choosing, including another student, but such secondary advisor may not be an attorney.

Advisors may offer feedback on their advisee's written statements, and provide general advice. Advisors may not speak for their advisees, although they may ask to suspend the interviews briefly if they feel their advisees would benefit from a short break.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved. Such counsel may privately consult with and advise the parties during the process but may not examine witnesses or otherwise directly participate on behalf of either party.

D. RESOLUTION

A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the College or Title IX Coordinator. At any point prior to such an express agreement, the Initiating Party may withdraw the request for informal resolution and initiate a formal complaint under these Procedures.

If the accused contests the complaint of alleged Sexual Misconduct, the Title IX Coordinator may nevertheless impose a protective order agreed upon by the parties or (with or without such agreement) based on information derived from the Informal Resolution proceedings, taken with any other relevant information known to the College at the time of the Informal Resolution.

E. TIMING

Please see Section II.B.1. for the Timing requirements for filing an Informal Complaint.

Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request.

The College or the complainant may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead, so long as Section II.B.2. are still satisfied. In such cases, statements or disclosures made by the parties in the course of the Informal

Resolution may be considered in the subsequent Formal Resolution.

F. PRIVACY OF INFORMAL RESOLUTION

In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

IV FORMAL RESOLUTION

A. INITIATING A COMPLAINT

An Initiating Party may file a formal complaint alleging a violation of the Policy. A complaint of sexual or gender-based harassment should be filed directly with the Title IX Coordinator, regardless of the identity of the Respondent (student, staff, faculty, or third party). The Title IX Coordinator will inform the Title IX Team that a complaint has been received, and if necessary, request that appropriate interim measures be put in place.

A formal complaint must be in writing and signed and dated by a Complainant or a third party filing on behalf of a potential Complainant (Reporter). It should state:

- 1) The name of the alleged harasser (if known)
- 2) Describe with reasonable specificity the incident(s) of alleged harassment including date and place of such incident(s).

The complaint must be in the Complainants or Reporter's own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should any sources of information (for example, witnesses, correspondence, records, photos, etc.) that the Complainant or Reporter believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

The Title IX Team will not investigate a new complaint if it has already adjudicated a formal complaint based on the same circumstances or if the parties and the College, Title IX Coordinator, or Title IX Team have already agreed to an informal resolution based on the same circumstances.

B. INITIAL REVIEW

Once a complaint is received by the Title IX Coordinator, the Title IX Coordinator will assign the case to an Investigator or Team of Investigators for initial review. Investigators will have appropriate training, so that they have the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations.

The Investigative Team will contact the Complainant or Reporter in an attempt to gather a more complete understanding of the allegations, as well as any related conduct that may implicate the Policy. When a complaint is brought by a Reporter, the Investigative Team will endeavor to meet with the person identified as the potential Complainant to both gather information and discuss their interest in participating in an investigation.

Based on the information gathered, the Investigative Team will determine whether the information, if true, would constitute a violation of the Policy such that an investigation is warranted or whether the information warrants an administrative closure. The Investigative Team will convey this determination to the Complainant (and the Reporter, if there is one) and the Title IX Coordinator. The Investigative Team will work with the Title IX Coordinator to implement any appropriate interim measures to be put in place by the College pending the completion of the case (or to revise as necessary any measures already in place).

Ordinarily, the initial review will be concluded within two weeks of the date the complaint was received.

C. INVESTIGATION

Following the decision to begin an investigation, the Investigative Team will notify the Respondent in writing of the allegations and will provide a copy of these Policy and Procedures. The Respondent will have one week in which to submit a written statement in response to the allegations. This statement must be in the Respondent's own words; Respondents may not submit statements authored by others, including family members, advisors, or attorneys. Attached to the statement should be a list of all sources of information (for example, witnesses, correspondence, records, and the like) that the Respondent believes may be relevant to the investigation.

If the decision is made to begin an investigation in a case where a Reporter filed the complaint, and the Complainant is unwilling to participate but the College has assessed the severity of the harassment and the potential risk of a hostile environment for others in the community and has determined to proceed, then, for the purposes of these Procedures, the Title IX Coordinator (or a designee) will be considered the Complainant.

The Investigative Team will request individual interviews with the Complainant and the Respondent, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the College or others. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character.

When a complaint involves allegations that, if true, also might constitute criminal conduct, Respondents are hereby advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but Respondents might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

After the collection of additional information is complete but prior to the conclusion of the investigation, the Investigative Team will request individual follow-up interviews with the Complainant and the Respondent to give each the opportunity to respond to the additional information.

D. ADVISORS

Both the Complainant and the Respondent may bring an advisor to any interviews with the Investigative Team. An advisor should be an officer (faculty or staff) of the College but may not be related to anyone involved in the complaint or have any other involvement in the process. A student may select a secondary advisor of their choosing, including another student, but such secondary advisor may not be an attorney.

Advisors may offer feedback on their advisee's written statements, and provide general advice. During interviews, personal advisors may not speak for their advisees, although they may ask to suspend the interviews briefly if they feel their advisees would benefit from a short break.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved. Such counsel may privately consult with and advise the parties during the process but may not examine witnesses or otherwise directly participate on behalf of either party.

E. CONCLUSION OF THE INVESTIGATION AND ISSUANCE OF FINAL REPORT

At the conclusion of the investigation, the Investigative Team will provide a report to the Adjudicators who will make findings of fact, applying a preponderance of the evidence standard, and determine based on those findings of fact whether there was a violation of the Policy. A preponderance of the evidence means that the information shows that it is "more likely than not" that the accused student violated this policy.

The Adjudicator will prepare a written draft of the findings of fact and analysis, which the Title IX Coordinator will provide to the Complainant and the Respondent. Both parties will be given one week to submit a written response to the draft.

The Adjudicators will consider any written responses before finalizing these sections of the report and the final section of the report, which will outline any recommended measures to be taken by the College to eliminate any harassment, prevent its recurrence, and address its effects. The Adjudicators and the Title IX Coordinator will work with the College and relevant parties to put in place such measures as they determine are appropriate. Consistent with College policies, measures imposed might include, among others: restrictions on contact; counseling; course-schedule or work-schedule alteration; changes in housing; leaves of absence; expulsion; or increased monitoring of certain areas of the campus.

The investigation will be completed and the final report provided to the Complainant, the Respondent, and the Title IX Coordinator concurrently within 14 calendar days following the submission of the Complainant and Respondents written responses unless the Adjudicators determine there is good cause for a delay.

The Title IX Coordinator will notify the parties of any disciplinary action as appropriate. For cases involving faculty, staff, or third parties, the imposition of sanctions will be considered separately by the appropriate officials at the College through their relevant policies.

F. EFFECTIVE DATE OF SANCTION. A sanction imposed by the Adjudicators is not effective until the resolution of any request to review the process. However, if advisable to protect the welfare of the complainant or the College community, the Adjudicators may determine that any probation, suspension, or expulsion be effective immediately and continue in effect until such time as the Title IX Coordinator may otherwise determine. The Title IX Coordinator may suspend the determination pending exhaustion of any appeal, and may allow the accused student to attend classes or to engage in other activity on a supervised or monitored basis, or may make such other modifications to the determination as may be advisable in the sole discretion of the Title IX Coordinator. The Title IX Coordinator's decision may not be appealed.

G. TRANSCRIPT NOTATION IN CASES OF SUSPENSION OR EXPULSION. If the Adjudicators imposes a sanction of suspension or expulsion, then, following exhaustion of any appeal, the Adjudicators or Title IX Coordinator will notify the College Registrar to place a notation on the student's transcript reading "Disciplinary Suspension" or "Disciplinary Expulsion," as the case may be.

H. PRIVACY, FERPA, AND CLERY IN THE FORMAL PROCESS

- 1) In order to comply with FERPA and Title IX and to provide an orderly process for the consideration of relevant information without undue intimidation or

pressure, the Investigation and Adjudication processes are not open to the general public. Accordingly, documents prepared during the Title IX case, including Investigative Reports, Final Reports, Evidence Reports, Witness Lists, documents, testimony, and other information, may not be disclosed outside of the Investigation and Adjudication process, except as may be required or authorized by law.

- 2) Under the Clery Act, both the complainant and the accused student must be informed of the hearing outcome, and the College may not impose any limitations on the re-disclosure of this information. Accordingly, following the hearing, the Panel will issue a written decision letter (the "Final Report"), concurrently to the accused student and the complainant. The Final Report will set forth, as required by the Clery Act, the name of the accused student; the violation(s) of this policy for which the accused student was found responsible, if any; any essential findings supporting the Panel's decision on the issue of responsibility; and the sanction(s) imposed, if any.
- 3) College policy neither encourages nor discourages the further disclosure of the Final Report by either the complainant or the accused student. The College acknowledges that sharing the Final Report with others, including family, friends, legal counsel, mental health professionals, and sexual assault advocates or victims, may be a critically important part of a student's healing process.

I) TIMEFRAME

Please see Section II.B.2. for the Timing requirements for filing a Formal Complaint.

The Title IX Team will work diligently to ensure a prompt investigation. While there is no fixed time frame under which they must complete the Title IX investigation, the Team will make a good faith effort to conduct a fair, impartial investigation in a timely manner designed to provide all parties with resolution. In most cases, the Title IX Team aims to move from the date of the filing of the Formal Complaint to the Resolution in sixty (60) days.

J) ADMINISTRATIVE CLOSURE

If, after conducting the initial review of a formal complaint, the Investigative Team finds that the allegation, if true, would not constitute a violation of the Policy, then the Title IX Coordinator will administratively close the case and notify the Complainant (and the Reporter, if there is one).

Where the Complainant is unwilling to participate in further investigation, the Title IX Coordinator, in consultation with the Title IX Team, will assess the severity of the alleged

harassment or the potential risk of a hostile environment for others in the community and will determine whether administrative closure is appropriate or whether the College should proceed with an investigation.

Within one week of the decision to close a case administratively, the Complainant or Reporter may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The Title IX Coordinator will consider requests for reconsideration and inform the Complainant or Reporter of the outcome, ordinarily within one week of the date of the request.

In cases where the Title IX Coordinator concludes that the alleged conduct, while not a violation of the Policy, might implicate other College conduct policies, the Title IX Coordinator may refer the complaint to the appropriate College official.

K) REQUEST TO WITHDRAW THE COMPLAINT

While every effort will be made to respect the Complainant's wishes to withdraw a formal complaint, the College must be mindful of its overarching commitment to provide a non-discriminatory environment. Thus, in certain circumstances, the Title IX Coordinator may determine that investigation is appropriate despite a Complainant's request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined, where, for example, a request to withdraw is made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

L) REQUEST FOR INFORMAL RESOLUTION AFTER A COMPLAINT HAS BEEN FILED

Once a complaint has been opened for investigation and before the final report has been provided to the parties, a party may request informal resolution as an alternative to formal resolution of the complaint, but that disposition requires agreement of the Complainant and the Respondent and the approval Title IX Coordinator.

If such a request is approved the timeframes will be stayed and the Title IX Coordinator will assign a Title IX Team member to oversee the informal resolution process. The Title IX Team member will take such steps as they deem appropriate to assist in reaching a resolution. If the parties cannot reach an informal resolution within two weeks from receipt of the request, then the Investigative Team will resume the investigation of the complaint in accordance with the formal complaint procedures.

M) APPEAL

Both the Respondent and the Complainant may appeal the decision of the Adjudicators to the Title IX Coordinator based on the following grounds:

- 1) A procedural error occurred, which may change the outcome of the decision; or
- 2) The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.

Disagreement with the Adjudicators' findings or determination is not, by itself, a ground for appeal.

Appeals must contain: A clear statement of the grounds for the appeal. If appealing under Section M.1., the document must contain the specific procedural error that occurred and how the appellant believes it impacted the outcome of the decision. If appealing under Section M.2., the document must contain the substantive and relevant new information, details as to why the information was not available at the time of the investigation, and how the new evidence might impact the outcome of the decision.

Appeals of the Adjudicators' decision must be received in writing by the Title IX Coordinator within one week of the date of the final report. Likewise, appeals of decisions to administratively close a case or to deny a request to withdraw the complaint must be received by the Title IX Coordinator within one week of the date of the decision under appeal. Such appeals must contain a clear statement of the grounds of the appeal.

Ordinarily, appeals will be decided within two weeks and the parties and the Title IX Coordinator promptly will be informed of the outcome in writing.

V. COMPLAINANT DOES NOT WISH TO PURSUE RESOLUTION OR REQUESTS CONFIDENTIALITY

If the complainant does not wish to pursue Formal or Informal Resolution and/or requests that their complaint remains confidential, Title IX nevertheless requires that the College investigate and take reasonable action in response to the complainant's information. The Title IX Coordinator will inform the complainant that the College's ability to respond may be limited. The Title IX Coordinator may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the complainant's request(s) against the following factors: the seriousness of the alleged Sexual Misconduct; whether there have been other complaints of Sexual Misconduct made against the same accused student; and the accused student's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA. The Title IX Coordinator will inform the complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the accused student due to the complainant insisting on confidentiality or that the complaint not be resolved, the Title IX Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no contact" order, and take other reasonably necessary measures.

VI. CONFIDENTIALITY

PNCA will endeavor to maintain confidentiality to the extent permitted by law. In cases where the complainant's desire to maintain anonymity may constrain attempts to establish facts and eliminate the alleged harassment, PNCA will attempt to find the right balance between the complainant's desire for confidentiality and PNCA's responsibility to provide an environment free of sexual harassment. However, PNCA may take formal action to ensure an environment free of sexual harassment and/or sexual misconduct.

Once a complaint is filed, the Complainant or Reporter, the Respondent, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they therefore keep such information – including any documents they may receive or review – confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory. Retaliation of any kind is a separate violation of the Policy and may lead to an additional complaint and consequences.

The parties remain free to share their own experiences, other than information that they have learned solely through the investigatory process, though to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

VII. STUDENT, FACULTY, AND STAFF RELATIONSHIPS

Consensual Relationships Romantic or sexual relationships between a faculty member and a student or between a supervisor and a person under their supervision create situations that may lead to sexual harassment, conflicts of interest, and favoritism. Therefore, PNCA strongly discourages consensual relationships between supervisors and subordinates, faculty and students, and advisors and students. Failure to report such consensual relationships and to cooperate in making alternative arrangements may result in disciplinary action up to and including termination or expulsion.

This policy is not intended to discourage the interaction of faculty and students and supervisors and employees where it is appropriate and ethical. If a romantic or sexual relationship exists or develops between a faculty member and a student enrolled in the faculty member's course, the faculty member must disclose the relationship's existence to an immediate supervisor and cooperate in making alternative arrangements for the supervision, teaching, grading, or advising of the student and/or student employee.

Supervisors must disclose a romantic or sexual relationship that exists or develops between the supervisor and an employee under their supervision to an immediate supervisor, and must cooperate in making alternative arrangements for the supervision of the employee. The supervisor and employee, or faculty member and student, involved must understand appropriate behavior for the classroom and/or workplace. In the event that a complaint of sexual harassment or sexual misconduct is brought by either party regarding the relationship, there will be no presumption by PNCA that the relationship was consensual. Behaviors that include inappropriate displays of affection are prohibited on campus and may result in disciplinary action. Inappropriate displays of affection include, but are not limited to, unwarranted comments of a sexual nature and any deliberate physical contact that might cause humiliation or intimidation to other students, faculty, or staff.

VIII. AMENDMENTS

This Policy may be amended, in writing, by the President or the President's designee at any time.

VICTIM'S RIGHTS

A report of sexual assault to most college employees will trigger a mandatory report to the PNCA Title IX Coordinator, and may require an investigation. The college is responsible for responding to not only sexual assault but to domestic violence, dating violence, and other forms of gendered harassment. Confidentiality cannot be guaranteed, but will be respected if possible. Disclosure of sexual harassment/assault (not involving minors) to a licensed medical professional/social worker, clergy, lawyer, or confidential advocate (see Confidential Resources below) will not trigger a mandatory report to law enforcement or university administration.

College investigation must be prompt, thorough, and neutral (Typically within 60 days). If there is a law enforcement investigation, the University may wait approximately two weeks to start an investigation, but best practice is not to do so and to take interim measures as soon as possible. The University must consider the safety of the victim and campus community.

Intermediary Measures:

- Housing transfers
- No Contact Orders
- Academic and on campus employment accommodations
- Financial aid accommodations

Prompt and Equitable:

- Treatment of both complainant and accused must be equitable.
- Both have same opportunity to an advisor during a conduct hearing.
- Both informed of outcome of conduct hearing.
- Both have the right to appeal

Possible Sanctions for Finding Accused:

- Expulsion from the university
- Suspension
- Exclusion from portions of the university campus, such as student housing
- rainings and/or educational papers

STUDENT'S RIGHTS UNDER STATE LAW

Crime victims' legal rights are guaranteed by the Oregon Constitution and Oregon Revised Statutes. Victims' right to justice includes the right to:

- play a meaningful role in the criminal or juvenile justice process.
- be treated with dignity and respect.
- receive fair and impartial treatment.
- receive reasonable protection from the offender.

Sexual assault and sexual abuse take many different forms. By definition, sexual assault is any type of sexual encounter without a person's consent, including: rape, attempted rape, child molestation, inappropriate touching, incest (sexual contact between family members), voyeurism (when someone watches private sexual acts), indecent exposure, and sexual harassment.

www.doj.state.or.us/crime-victims/victims-rights/victims-rights-guides/

STUDENTS' RIGHTS UNDER TITLE IX, THE CLERY ACT, AND THE VAWA AMENDMENTS TO THE CLERY ACT:

You are legally entitled to expect the following from Pacific Northwest College of Art:

- PNCA will help to ensure that the person who experience sexual violence is safe, even while the investigation is ongoing. The University will take interim measures as needed.
- PNCA will respond promptly and effectively to reports of sexual violence.
- If PNCA knows (or should reasonably know) about possible sexual violence, it will promptly conduct a neutral investigation to determine what occurred and then take appropriate steps to resolve the situation.
- The person who experienced sexual violence will be informed of their options to notify law enforcement. Of course, even if there is a criminal investigation, the PNCA will continue its efforts to resolve reports promptly and effectively.
- Complainant and Respondent will have timely access

to information that will be used in a student conduct hearing

- Complainant and Respondent will both have the opportunity to have others present (an advocate, advisor, or attorney), present evidence, and have witnesses speak during university disciplinary proceedings.
- Both parties will be informed in writing of the outcome of any university disciplinary proceeding.
- Both parties have equal rights to appeal the decision.
- The Violence Against Women Act (VAWA) amendments to the Clery Act expand the rights afforded to campus survivors of sexual assault, domestic violence, dating violence, and stalking. PNCA will report domestic violence, dating violence, in addition to the other crime categories the Clery Act already mandates;

LEGAL OPTIONS

CIVIL LEGAL OPTIONS

Victims may be able to pursue these options generally without involvement in the criminal process.

RESTRAINING ORDER:

- Petition court for protective/restraining order (FAPA, SAPO, Stalking, EPPDAPA).
- An attorney or advocacy service can help you retain an attorney.

CIVIL LAWSUITS

- Sue perpetrator or other responsible parties, including companies, landlords, institutions, etc., for personal injury or other civil claims.
- Contact the Oregon State Bar Associate for a referral to an attorney. www.osbar.org/public/ris/

FILE A COMPLAINT WITH THE DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS

- The Department of Education, Office of Civil Rights (OCR) enforces Title IX of the Education Act of 1972.
- Anyone who believes that an educational institution has discriminated against them on the basis of their sex, gender, color, race, national origin, disability, or age may file a complaint with the OCR.
- Complaints must be filed 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause shown under certain circumstances.

- See: www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt

FILE A COMPLAINT WITH THE FEDERAL DEPARTMENT OF JUSTICE

- The Department of Justice enforces federal laws that protect students and employees from harassment and discrimination.
- To file a complaint see: www.justice.gov/crt/how-file-complaint#thre

EMPLOYMENT

- Can receive unemployment insurance, if you quit for domestic violence, stalking, or sexual assault and safety reasons.
- Employer cannot refuse to make a reasonable safety accommodation
- Employer cannot discriminate or retaliate against victims of domestic violence, stalking, or sexual assault.
- File a complaint with the federal Equal Employment Opportunity Commission (EEOC) or the state Bureau of Labor and Industries (BOLI). A complaint must be filed within 180 days of the alleged discrimination or discriminatory harassment. To file a complaint with the EEOC view: www.eeoc.gov/employees/charge.cfm or a complaint with BOLI: https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx

HOUSING

- Domestic violence, stalking, and sexual assault victims can break a lease and request to have locks changed by the landlord.
- Landlords cannot discriminate or retaliate against domestic violence, stalking, or sexual assault victims.

IMMIGRATION

- Immigration relief available to crime victims in the U.S.

CRIMINAL LEGAL OPTIONS

THE CRIMINAL PROCESS STARTS WITH A POLICE REPORT FOLLOWING AN ARREST:

- Judge will consider your safety at a pre-release trial release trial hearing.
- You can refuse to speak to an attorney for the defendant.

IF CASE GOES TO TRIAL & SENTENCING

- You have the right to express your views at sentencing, in person or in writing.
- Rape shield laws may apply in your case.
- If a pre-sentence investigation report is ordered, you can include a statement in it.

GENERALLY

- You have constitutional & statutory rights that can be asserted by you, your own attorney, or the prosecution, upon request.

CAMPUS-BASED DISCIPLINARY PROCESSES THE VICTIM MAY PURSUE

Students may pursue internal, campus-based disciplinary processes instead of or in addition to any external legal processes they may choose to pursue. Those processes are the Title IX Process and the Student Grievance Resolution Process.

For more information on the Title IX Process see the section titled "Sexual Harassment & Misconduct Policy" of this Handbook.

For More Information on the Student Grievance Resolution Process see the section titled "Student Grievance Resolution Policy" of this Handbook.

VICTIM'S PRIVACY RIGHTS

When consulting campus resources, students should be aware of confidentiality and mandatory reporting in order to make informed choices. Some campus departments may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone unless you want them to. Other departments are expressly there for you to report crimes and policy violations, and they will take action when you report an incident to them.

COUNSELING CENTER

In accordance with state and federal laws as well as professional ethical guidelines established for health, mental health, and dental professionals the Counseling Center maintains confidential records of all patient contacts. This means that no information about your contact with counselors will be disclosed to outside parties without your written consent.

There are some exceptions to confidentiality however. Medical, mental health, and dental providers may be required to release certain information in any of the following situations: (1) if you indicate an intent to harm yourself or others; (2) if you reveal abuse or neglect of a child, or of an elderly or disabled adult; (3) if a court of law orders disclosure of information about your treatment; (4) if you initiate legal proceedings regarding your mental health treatment, or use mental illness as a defense in a criminal or civil action; (5) if you are diagnosed with a reportable disease as required by the State Health Department; or (6) if you are at risk of operating a motor vehicle. Confidentiality in these cases will be limited to the extent the law allows.

CONFIDENTIAL ADVOCATES

Confidential Advocates are not required to report student disclosures to other College officials. Confidential Advocates can receive disclosures of gender based violence confidentially without making a Title IX report. A report by a student to a Confidential Advocate will not trigger an investigation into an incident against the student's wishes unless an exception applies.

Exceptions to this confidentiality are:

- If you indicate a clear and serious intent to harm others;
- If you, or the campus community at large is at risk of danger;
- If you reveal abuse or neglect of a child, or of an elderly or disabled adult.

Confidential Advocates must receive Title IX training but may not be part of the Title IX team. They are appointed by the Director of Legal Services and/or the Title IX Coordinator.

Confidential Advocates are not privileged parties and may be required to disclose information to outside parties, such as attorneys, as required by law.

CAMPUS-BASED SERVICES AVAILABLE TO VICTIMS OF SEXUAL ASSAULT

CONFIDENTIAL ADVOCATES

Jade Silver
Financial Aid Counselor
jsilver@pnca.edu

Ingrid Baker
Director of Financial Aid
igbaker@pnca.edu

TITLE IX TEAM

Cordelia Daniels
Title IX Coordinator
Director of Legal Services
cdaniels@pnca.edu
503-821-8930

Katy Reif
Title IX Investigator
Senior HR Associate
kreif@pnca.edu
503.821.8943

Manny Guerra
Title IX Investigator
Campus Safety Manager
mguerra@pnca.edu
503.821.8897

Sally Schoolmaster
Title IX Educator
Associate Professor of Art
sschoolmaster@pnca.edu

Kate Copeland
Title IX Adjudicator
Chief Academic Officer, Dean of Academic Affairs
kcopeland@pnca.edu

Victor Maldonado
Title IX Educator
Assistant Professor, Inclusion Specialist
vmaldonado@pnca.edu

CARE TEAM

Manny Guerra
Campus Safety manager
mguerra@pnca.edu
503-821-8897

Cordelia Daniels
Director of Legal Services
cdaniels@pnca.edu
503-821-8930

Darby Knox
Vice President for Administration
dknox@pnca.edu
503-821-8927

Jackson Seemayer
Assistant Director of Student Life
jseemayer@pnca.edu

Kat McAnalley
Coordinator of Student Life & Events
kmcanalley@pnca.edu

Student Life
Jackson Seemayer
Assistant Director of Student Life
jseemayer@pnca.edu

Kat McAnalley
Coordinator of Student Life & Events
kmcanalley@pnca.edu

STATE AND COMMUNITY SERVICES- RESOURCES AND CONTACT INFORMATION

MEDICAL RESOURCES

To find an in-network medical provider, please visit:

www.zocdoc.com

Nearest Hospital to PNCA - Open 24hrs
Legacy Good Samaritan Medical
1015 NW 22nd Ave
(503) 413-7711

Legacy Go Health Urgent Care
Open from 8am - 8pm
1244 NW Marshall St
gohealthuc.com
(971) 232-8620

The Portland Clinic
800 SW 13th Ave
ThePortlandClinic.com
(503) 221-0161

ZOOM+Care Pearl District
M-F 7am- Midnight Sa+Su 9am-6pm
202 NW 13th Ave
zoomcare.com
(971) 998-1011

ZOOM+ Super Clinic
M-SU 7am to Midnight
607 NE Grand Ave
zoomcare.com
(971) 998-1011

STATEWIDE AND NATIONAL HOTLINES

- PORTLAND METRO AREA RESOURCES
(Clackamas, Multnomah and Washington Counties)
- MENTAL HEALTH CRISIS LINE
503-988-4888
- WOMEN'S CRISIS HOTLINE
503-235-5333
- BEAVERTON CITY VICTIMS' ASSISTANCE PROGRAM
503.526.2215
- BRADLEY-ANGLE HOUSE: CRISIS LINE
503.281.2442
- CLACKAMAS COUNTY VICTIMS' ASSISTANCE PROGRAM
503.655.8616
- CLACKAMAS WOMEN'S SERVICES: CRISIS LINE
503.654.2288
- DOMESTIC VIOLENCE RESOURCE CENTER
crisis line: 503.469.8620
- EL PROGRAMA HISPANO-PROJECT UNIC
Crisis line 503.232.4448,
Gresham office: 503.669.8350,
Portland office: 503.231.4866
- MULTNOMAH COUNTY VICTIMS' ASSISTANCE PROGRAM:
503.988.3222
- CALL TO SAFETY
Crisis line: 503.235.5333
Toll free: 888.235.5333
- RAPHAEL HOUSE
Crisis line: 503.222.6222
Toll free: 800.799.7233
- Q CENTER
(503) 234-7837
www.pdxqcenter.org
- SEXUAL ASSAULT RESOURCE CENTER
Crisis line: 503.640.5311
- Victim Rights Law Center
intake Hotline: 503.274.5477 X6
Spanish speaking staff available
- WASHINGTON COUNTY VICTIMS' ASSISTANCE PROGRAM
503.846.8671

NATIONAL RESOURCES

- NATIONAL SEXUAL ASSAULT HOTLINE
1-800-656-HOPE (4673)
- SAFE HORIZON, DOMESTIC VIOLENCE HOTLINE:
1-800-621-HOPE (4673),
Crime Victims' Hotline: 1-866-689-HELP (4357)
- NATIONAL DOMESTIC VIOLENCE HOTLINE
1-800-799-7233 OR 1-800-787-3224 (TTY)
- SUICIDE HOTLINE:
800-222-1222
- GATEWAY CENTER FOR DOMESTIC VIOLENCE:
Crisis line: 503-235-5333
Main line: 503-988-9640
- TREVOR PROJECT (LGBTQ YOUTH)
1-877-565-8860
- TRANS LIFELINE (TRANSGENDERED INDIVIDUALS)
1-866-488-7386
- LINES 4 LIFE
1-800-273-8255
- YOUTHLINE
1-877-968-8491
- YOUTH TEXT LINE
text "teen2teen" to 839863
- MILITARY HELPLINE
1-888-457-4838 or text "MIL1" to 839863 (9a-3p PST)
- ALCOHOL AND DRUG HELPLINE
1-800-923-4357

ADDRESS CONFIDENTIALITY PROGRAM

- www.doj.state.or.us/crime-victims/victims-resources/victims-services/address-confidentiality-program-acp/
- For security reasons, the location of the ACP office is confidential. ACP staff work with applicants and participants by phone, fax, email or regular mail. If you choose to write using the P.O. Box below, please include your contact information so we can reach you.
- For more information, please refer to the frequently asked questions below or contact at:

ACP
P.O. Box 1108
Salem, OR 97308
Phone: 503-373-1323
Toll-free (Oregon only): 1-888-559-9090
Fax: 503-373-1340
Email: ACP@doj.state.or.us

CRIME VICTIM'S COMPENSATION

- www.doj.state.or.us/crime-victims/victims-resources/victims-services/compensation-for-victims-of-crime/

Crime Victims' Compensation Program
Oregon Department of Justice
1162 Court St. NE
Salem, Oregon 97301-4096
Phone: 503-378-5348
Fax: 503-378-5738
Email: CVSDemail@doj.state.or.us

OFF-CAMPUS CONFIDENTIAL RESOURCES

- **CALL TO SAFETY**
(formerly Portland Women's Crisis Line):
503-235-5333
calltosafety.org

Sexual assault advocates are available 24 hours to assist students and help them access community resources. This service is available for individuals regardless of whether they choose to take legal action or not. PWCL can also help link students in domestic violence situations with the appropriate referrals including emergency shelter and support groups.
- **EL PROGRAMA EL HISPANO-PROJECT UNICA**
24-hour crisis line 1-888-232-448
Portland 503-688-2630
Gresham 503-669-8350

Project UNICA's goal is to provide support, advocacy, and opportunity for self-empowerment, enabling survivors to exercise free and informed life choices. Project UNICA operates the UNICA Crisis Line, which is the first Crisis Line in Spanish in Multnomah County.
- **GAY MEN'S DOMESTIC VIOLENCE PROJECT**
800-832-1901
glbtqdv.org

National domestic violence hotline for gay men, located in Boston, MA. Crisis line offers emotional support, safety planning, crisis counseling, referrals and emergency housing.
- **OREGON COALITION AGAINST DOMESTIC & SEXUAL VIOLENCE (OCADSV)**
503-230-1951
ocadsv.org

OCADSV promotes equity and social change in order to end violence for all communities, lobbies and provides trainings to end domestic and sexual violence.
- **OREGON DEPARTMENT OF JUSTICE, VICTIMS' SERVICES DIVISION**
doj.state.or.us/crime-victims
doj.state.or.us/crime-victims/victims-resources/other-resources/county-victim-assistance-programs/

The Crime Victims' Services Division (CVSD) is to reduce the impact of crime on victims' lives by supporting statewide victim services programs, promoting victims' rights, and providing victims access to information and resources in a compassionate, responsive, and dedicated manner. CVSD provides advocacy for victims navigating the criminal justice system, as well as information on victims' rights, resources and compensation for crime victims.
- **MULTNOMAH COUNTY VICTIM ASSISTANCE**
1022 SW 4th Ave, Room 600 Portland, OR 97221
Phone: (503) 988-3222
- **SEXUAL MINORITY YOUTH RESOURCE CENTER**
503-872-9664
smyrc.org

Services for mental health counseling to minority youth, ages 23 and under, and LGBTQ youth. Services include assessment, individual treatment, groups, couples, and family therapy.
- **THE SURVIVOR PROJECT**
503-288-3191
survivorproject.org

Advocating for intersex and transgender survivors of domestic and sexual violence.
- **VICTIM'S RIGHT LAW CENTER (VRLC)**
503-274-5477, ext. 6
victimrights.org

VRLC provides free, holistic legal assistance to victims of rape and sexual assault in Multnomah, Washington, and Clackamas counties, Oregon.
- **ALL CLERGY ARE CONFIDENTIAL**
any Priest, Pastor, Minister, Iman, Rabbi, Sangha, or other spiritual leader of a religious faith.

POLICIES & PROCEDURE

FREEDOM FROM HARASSMENT AND DISCRIMINATION

PNCA is committed to maintaining a community of work and study for faculty, administrators, staff, and students that is free of sexual and other unlawful harassment, intimidation, and exploitation. The College does not tolerate behavior that constitutes sexual or other unlawful harassment of any member of the College community. The College remains committed to providing an environment free from sexual harassment or harassment because of race, color, religion, religious creed, ancestry, national origin, age, sex, marital status, citizenship status, military service status, sexual orientation, gender identity or expression, disability, and any other status protected by law. Prohibited harassment in any form, including verbal and/or physical conduct, visual displays, threats, demands, and retaliation is unlawful and will not be tolerated. The Policy on Sexual Harassment and Misconduct (see page 105) explicitly applies to PNCA students, faculty, staff, and all other individuals engaged with College activities. Students who know of harassment or who believe that they have been harassed in violation of this policy should refer to the procedure for filing a complaint on page 128. The College will take prompt and effective corrective action in response to occurrences of harassment, including, where appropriate, disciplinary action up to and including termination or expulsion.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974 gives students certain rights with respect to their education records. At PNCA, these rights begin the first day the student attends a class upon matriculation. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. The office that administers FERPA is Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue S.W., Washington, DC, 20202-4605.

RELEASE OF INFORMATION

Students must give PNCA written consent to release their personally identifiable education records or files to any individual, agency, or organization, with the following exceptions: school officials who have legitimate educational interests, government officials enumerated in the Family Educational Rights and Privacy Act or connected with an application for financial aid. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including security personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her responsibilities. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon official request from another college, PNCA will disclose education records without consent to officials at a school in which a student seeks or intends to enroll. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records,

"including your Social Security Number, grades, or other private information," may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need to maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently

retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

REQUESTS FOR NON-DISCLOSURE OF DIRECTORY INFORMATION

Directory information—including a student’s name, address, telephone number, email address, date and place of birth, photograph, most recent educational agency or institution attended, enrollment dates, enrollment status (e.g. undergraduate or graduate, full-time or part-time), dates of attendance, grade level, major, participation in officially recognized activities, graduation date, degree and awards received is not considered confidential and may be disclosed unless a student files a written request with the Registration Office to keep it confidential. Requests for nondisclosure will be honored by the College for one academic year. Requests to withhold directory information must be filed annually with the registrar within the first two weeks of the semester. Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure request will call for PNCA not to release any or all of the “directory information;” thus any future requests for such information from non-institutional persons or organizations will be refused. PNCA will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, PNCA assumes no liability as a result of honoring your instructions that such information be withheld.

RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

Students have the right to inspect their confidential files and permanent records upon request, under conditions that will prevent the records’ alteration or mutilation. Federal law permits PNCA 45 days in which to comply with any request. Students have the right to request amendment of their education records if they believe they are inaccurate or misleading. Students will be asked to file a written request describing the record they wish to be amended and why it may be inaccurate. Please consult with the registrar for more details about this process.

FREEDOM OF ARTISTIC EXPRESSION POLICY

PNCA prizes freedom of expression and open discourse. Through its curriculum and related programs, the College seeks to create an atmosphere that encourages and supports the practice of intellectual and artistic freedom. To this end, the College fosters ongoing discussions about the larger ethical and legal issues related to artistic expression. It also strives to resolve conflicts through thoughtful dialog and consultation in a manner that sparks rather than fetters the imagination. At the same time, PNCA and the members of its community recognize their shared obligation and commitment to:

Be mindful and responsible about the impact their creative process may have on individuals, communities, and the human and non-human environment.

Obey federal, state and local laws.

Assure the safety of all campus community members and visitors.

Maintain the integrity of the College’s operation.

Respect institutional and personal property.

Refrain from acts of hate speech or other verbal violence.

STUDENT ACTIVITIES POLICY

Student activities and clubs operate under the same code of conduct as individual students do, and are subject to the same sanctions in cases of Conduct Code violations. Student co-curricular and extracurricular activities are intended to help students develop as individuals by exploring new ideas, developing an appreciation for diversity, creating new friendships, and just having fun. Through the Student Life Office, PNCA supports activities for both small and large groups, assists students with organizing special interest clubs, and arranges space to meet for formal and informal events. Students interested in sponsoring an event or forming a student organization or club should work with Student Life staff and Student Council to develop a plan and arrange the necessary resources to help ensure a successful activity or event.

EVENTS POLICY

There are four different kinds of events at PNCA:

- 1) Student Produced Events, such as gallery openings and performances.
- 2) Faculty/Staff Produced Events, such as visiting artist lectures, receptions, and workshops.
- 3) All Community Events, such as Graduation, Convocation, First Thursday, and Focus Week.
- 4) Third Party Events, such as receptions, summits, and weddings. Third party events are the least common and subject to the most restrictions.

The mission of PNCA Events is to generate connections with innovative communities in Portland and beyond, to produce unique and memorable events, to create opportunities for student involvement and the exhibition of student artwork, so as to further the mission of the College.

Any student or group of students wishing to hold an event on campus should consult with Kathryn McAnalley, Coordinator of Student Life & Events. In planning an event, students need to consider many things, most of which need to be arranged in advance: security, set-up, cleanup, supplies, and liability insurance (if applicable).

There are 6 Major Steps to Producing Events at PNCA

- 1) Request your space: Go to schedule.pnca.edu and use the "Find a Room" feature to request your space.
- 2) Complete your paperwork: Checklist for Student Organized Events.
- 3) Secure your furniture & technology: Submit Help Tickets to Facilities and Technology.
- 4) Attract your Audience: Create and distribute marketing material.
- 5) Produce your event: Manage your event and attendees.
- 6) Clean-up after your event: Return the space to its original condition.

OPTIONS TO ADDRESS COMPLAINTS

PNCA has formal and informal complaint procedures that students, faculty, and staff may use; an individual of their choice may assist them with the procedures. The informal process described in this policy may be used as a prelude or as an alternative to filing a formal complaint, i.e. it is not necessary to use the informal option prior to filing a formal complaint.

Anyone who believes that he or she has been subjected to sexual harassment may immediately file a formal complaint by following the procedures outlined in the Sexual Harassment and Misconduct Policy.

DRUG AND ALCOHOL POLICY

PNCA seeks to promote a healthy lifestyle for its students to enhance their capacity to learn, create, and produce works of art of the highest quality. To this end, the College discourages the use of chemical substances for social and recreational purposes. PNCA does not permit the use, manufacture, or sale of illegal (State and/or Federal) drugs on campus (including marijuana), or as part of any official College business or activity held off campus. The consumption of alcohol in

moderate amounts is allowed only at certain expressly authorized College functions, and only by students or visitors who are of legal drinking age (21 years or older). Without authorization by the College, one may not serve alcoholic beverages on campus or as part of any official College business or activity held off campus. Students may request alcohol service for beer or wine only for a College event by using the Beer and Wine Service Request Form, available from the Facilities Manager. The student(s) who have requested the service of alcohol for a College event will be notified when their request has been authorized. The Beer and Wine Service Request Form should be submitted at least a week prior to the event in order to secure all necessary authorizations in time. All PNCA events must be in compliance with Oregon Liquor Control Commission rules and regulations.

Students may not attend classes intoxicated. Students found intoxicated in classes or on campus may be subject to disciplinary action. Students found distributing or supplying underage students with alcohol or marijuana will be subject to sanctions including but not limited to probation and/or suspension. Please note that PNCA is a smoke-free campus.

STUDENT GRIEVANCE RESOLUTION POLICY

PNCA is committed to effectively resolving student grievances through an efficient, fair, and systematic procedure. This procedure is to be used when a student feels that decisions, differences, misunderstandings, or problems that have arisen with faculty, staff, or other students have adversely affected him or her. In some cases, the Student Grievance Resolution procedure may be used as an alternative to the Student Conduct Code procedure if the student with the grievance so chooses. No student will be penalized in any way for attempting to resolve problems in good faith through this procedure. In initiating and pursuing a grievance resolution, a student is obligated to proceed in candor and good faith at all times

and may not initiate or pursue a grievance resolution for abusive or obstructionist purposes. In addition, this policy in no way usurps the Student Conduct Board's administrative judgment or decisions, but instead serves to focus and facilitate the decision-making process. The purpose of PNCA's Grievance Resolution Policy is to resolve student grievances in a manner that allows constructive relationships to be maintained across the institution, while assuring that any violation of school policy or perception of harassment or discrimination does not re-occur. The policy is designed to provide an environment that responds promptly and with sensitivity to the needs of victims, respects the rights of the accused, and addresses the concerns of the community. All grievance records are confidential in nature and will be treated accordingly. Records will be stored in the Director of Student Life Office. Since this procedure is not a judicial process, the presence of legal counsel on behalf of any party to the grievance at any meeting is prohibited.

PROCEDURE

INFORMAL CONSULTATION

Any student with a PNCA-related problem involving academic or administrative policy, procedure, decision, or conduct should make an attempt in good faith to resolve the problem within a year's time through one or more discussions with the person or persons most directly involved. The student with the grievance may choose to enlist the assistance of another member of the campus community (e.g., a member of the faculty or a fellow student) to help mediate the problem. If the problem cannot be resolved in this most direct way, the student should then seek the assistance of the administrator most directly involved. If the problem is still not resolved to the satisfaction of the student with the grievance after discussion at these informal levels, he or she may proceed to the Inquiry and Ruling step of this procedure.

INQUIRY AND RULING

If the problem is still unresolved and is not likely to be resolved through informal consultation, the student may present the situation in writing to a campus Grievance Officer charged by the president, the Director of Student Life, or academic dean with investigation and resolution of student grievances. The Grievance Officer shall be an administrator or member of the faculty. The meeting with the Grievance Officer requires a complete presentation of the problem by the student, including all available evidence supporting the complaint. As in the Informal Consultation step, the student may enlist the assistance of another member of the campus community. Following this presentation, the Grievance Officer will investigate the complaint to determine whether the problem is legitimately subject to the grievance procedure, and will inform the student of that decision within 10 business days. If the problem is determined to be subject to the grievance procedure by the Grievance Officer, she or he will further investigate by gathering additional information from appropriate members of the campus community, and will issue a decision within 10 working days unless there are extenuating circumstances that do not permit such a timely decision, in which case the student will be advised when a decision may be expected.

STAY OF ACTION

Sometimes disputes occur during situations in which action is to be taken. Some actions, if taken prior to the completion of the Grievance Resolution Procedure, would cause irrevocable change. Suspension from classes is an example of such action. In such cases, the action would render the Grievance Resolution Procedure futile, even if the ultimate decision was in favor of the student with the grievance. Where there is sufficient basis for a grievance, it may be appropriate to stay any action being taken until the grievance procedure is completed. The student with the grievance who feels that an action should be stayed until the completion of the grievance procedure must raise this request at the inquiry and ruling step. The Grievance Officer, after investigation, may determine that a stay of action is appropriate until the grievance is resolved and, if so, will so order.

HEALTH POLICY

Students with a serious health condition (e.g. epilepsy, diabetes, mental illness) or a communicable disease (e.g. hepatitis) are encouraged to notify the Director of Student Life in writing. The information contained in the notification letter will be kept in confidential files in the Director of Student Life office and in the Campus Security office, and will be used only in case of emergency (e.g., insulin shock, seizure, etc.) and only by those who need the information to correctly respond to the emergency. Students are encouraged, but not required, to confide any history of drug or alcohol addiction to the associate Director of Student Life so that they may receive the full support and understanding from PNCA faculty and staff.

AIDS POLICY

PNCA does not discriminate against the existence of any form of HIV infection when making decisions related to admitting students or to hiring, advancing, promoting, or tenuring faculty or staff, except as it affects the individual's ability to perform his or her duties. Community members with any form of HIV infection, whether symptomatic or not, are allowed regular access to studios, classrooms, and other common areas. All students and faculty are allowed to attend classes in an unrestricted manner as long as they are physically and mentally able to do so. People with AIDS (and possibly those with other manifestations of HIV infection) are considered to be disabled persons and are eligible for accommodations under the Americans with Disabilities Act (ADA). PNCA follows the United States Public Health Service safety guidelines for handling blood and the body fluids of all persons, not just those known to have HIV infection.

MISSING STUDENT POLICY

In compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Pacific Northwest College of Art to actively investigate any report of a missing student who is enrolled at the college as either a full or part-time student.

DEFINITION

Most missing-person reports in the college environment result from students changing their routines without informing roommates and friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in a reasonable amount of time. In general a reasonable amount of time is 24 hours or more, but may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concern for their safety.

INVESTIGATION & NOTIFICATION

If a member of the college community has reason to believe that a student is missing, that person should immediately notify one or all of the following individuals:

- Assistant Director of Student Life at 503-821-8925 or jseemayer@pnca.edu
- Academic Dean at 503-821-8960
- Campus Safety Manager 503-821-8920
- On-duty Campus Safety Officer 503-621-2061

Any missing-student report must be referred to PNCA's Security Department. All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well being.

Actions that will be taken by PNCA's Public Safety Department include (but are not limited to):

- Call or text the student's home/cell phones or other numbers on record
- Email the student
- Contact the student's roommates and neighbors (residential students only)
- Contact the student's faculty or academic advisors
- Contact any other on-campus or off-campus friends or contacts that are made known including the student's emergency contact
- Review the student's network print or email accounts to determine most recent activity
- Check a student's social networking sites such as Homeroom, Facebook, Instagram, Tumblr, and Twitter.

If after investigation a student is determined missing for at least 24 hours, the appropriate law enforcement agencies and will be notified. If a student is under age 18 and not an emancipated individual, or has failed to designate an emergency contact, PNCA is required to notify a parent or guardian. If a student is over age 18, PNCA is required to notify the emergency contact the student identified to the college.

DESIGNATING EMERGENCY CONTACTS

All PNCA students will be given an opportunity to identify an emergency contact. The contact information will be registered confidentially as part of the student's official record. Students can update their emergency phone contact in Self Service eg.pnca.edu on their My Profile tab.

- Students who live on campus -- Residential Life staff will request that each residential student, upon checking into his or her assigned on-campus room, complete an emergency contact form to designate the name and contact number of the individual(s) to be contacted in case of an emergency, including in the event of the resident being determined missing for at least 24 hours.
- Students who live off campus -- All PNCA students are strongly encouraged to complete the emergency contacts form to designate the name and contact number of the individual(s) to be contacted in case of an emergency, including in the event of the student being determined missing for at least 24 hours.

CONTACT

Jackson Seemayer
Assistant Director of Student Life
503-821-8925
jseemayer@pnca.edu

ANIMALS ON CAMPUS

SERVICE ANIMALS

Service animals as defined by Title II and Title III of ADA are permissible. Service animals can, but are not required to, register for an ID tag and to be listed on the registry (See Registration and Pre-Approval Process below). Registration makes it easier for faculty and staff to know to look for service animals in an emergency evacuation or other situation.

Title II and Title III of the ADA define Service Animals as: Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA.

PETS/ EMOTIONAL SUPPORT OR ASSISTANCE ANIMALS

All animals other than service animals must register and receive pre-approval from both the college and the instructor(s) in order to be allowed on campus. Animals are not permitted in any of the sculpture studios, Make+Think+Code labs, or the Albert Solheim Library at any time unless they are service animals. All approved animals must be leashed, well-behaved, and attended at all times. Animal owners are required to ensure that their animal is free from lice, fleas, ticks and any other pests. Animal owners are required to clean up after their animal and are responsible for damage done by their animal.

REGISTRATION AND PRE-APPROVAL PROCESS

In order to register an animal and receive approval, the owner must provide documentation of current licensing and vaccines for the animal. Please deliver these documents to the Director of Legal Services, Cordelia Daniels, room 609A, or send these documents to cdaniels@pnca.edu. Owners must have approval prior to bringing the animal to campus. Approved animals will be issued a permit to be on campus, valid for one year. Owners must carry this permit whenever they have the animal on campus.

In addition to receiving approval from Legal Services, owners must receive permission to bring any animal to class from the relevant faculty member prior to bringing the animal to class. Faculty may deny this request for any reason, unless the animal is a service animal. It is the owner's responsibility to ensure they have all the necessary permissions prior to bringing their animal to campus.

LIMITATION

Animals that receive pre-approval may have that approval revoked if they show any aggressive or disruptive behaviors while on campus or fail to comply with any restrictions set out in this policy. The determination to revoke approval is made by Legal Services. Faculty may also revoke approval for the animal to attend their classes if they display aggressive or disruptive behaviors.

If you believe an animal has shown aggressive or disruptive behaviors or has otherwise violated this policy, please email Cordelia Daniels at cdaniels@pnca.edu with the name of the animal's owner (if known) and any other information that you have.

PHOTOGRAPHY

Throughout the year, PNCA documents and archives campus events, student art and design work, and student involvement in PNCA activities, so that we can use these photos and sometimes videos to tell the world about the good things we do at PNCA. The College reserves the right to photograph, reproduce, use, archive, and display art and design work produced by students enrolled in its academic programs and documentation from all PNCA events that may include images of students.

Work created or displayed in any campus facilities, the PNCA digital galleries, or attendance of students in classes and events constitutes permission for the College to photograph, archive, and/or use these images for institutional promotional purposes. PNCA is not required to compensate, credit, or notify students of the use of these images, although every effort is made to credit students for their works.

All images created by students hired by any PNCA department or office are owned by the College. This includes work-study and contracted positions, and such instances as documentation of events, student life, and artwork, etc.

WORDMARK

As the primary identifier for our brand, the PNCA wordmark ensures that our communications are recognized as being of the College and are backed by the reputation of the College. Because of this, it is essential that the wordmark is used consistently and conscientiously in accordance with our brand guidelines, available through the Communications Department.

PNCA branding must be included in all institutionally affiliated print and digital materials, which are defined as institutionally affiliated based on content, purpose, support and/or visibility. Materials are considered to be institutionally affiliated if they:

- Describe PNCA programs or events.
- Promote the College or a part of the College.
- Are used for an event or program that is supported by the College, part of a PNCA program, or intended for audiences beyond the internal PNCA community.

The Office of Communication and Design role is to oversee and facilitate the implementation of PNCA branding. It is critical that all materials with PNCA branding be reviewed and approved by Communications to maintain a level of quality and consistency. Students who have questions or who need tools such as templates, fonts, vector logos, or access to the image database should contact Communications.

PNCA DIRECTORIES

REFERENCE NUMBERS

Safety 1	503.621-2061
Safety 2	503.821.8934
Media Resource Center	503.821.8974
Curator	503.821.8969
Financial Aid	503.821.8971
Print Department	503.821.8885
Photo Department	503.821.8933
Reception	503.226.4391
Registration	503.821.8903
Student Accounts	503-821-8971
Library	503-821-8966
I.T. Helpdesk	503-821-8906

UNDERGRADUATE DEPARTMENT CHAIRS AND HEADS

(For a complete list of Faculty, please visit pnca.edu/faculty)

ANIMATED ARTS	Rose Bond	rbond@pnca.edu
PAINTING	Morgan Walker	mwalker@pnca.edu
GRAPHIC DESIGN	Kristin Rogers Brown	kr Rogersbrown@pnca.edu
PHOTOGRAPHY	Sally Schoolmaster	sschoolmaster@pnca.edu
FOUNDATION	Garrick Imatani	gimatani@pnca.edu
PRINTMAKING	Abra Ancliffe	aancliffe@pnca.edu
GENERAL FINE ARTS	Nan Curtis	ncurtis@pnca.edu
SCULPTURE	David Eckard	deckard@pnca.edu
THESIS	Linda Kliewer	lkliewer@pnca.edu
INTERMEDIA	Emily Ginsburg	eginsburg@pnca.edu
VIDEO AND SOUND	Stephen Slappe	sslappe@pnca.edu
LIBERAL ARTS	Linda Wysong	lwysong@pnca.edu

GRADUATE PROGRAM CHAIRS

(For a complete list of Faculty, please visit pnca.edu/faculty)

MFA PROGRAM COORDINATORS

JESSIE SPIESS jspiess@pnca.edu

MEGHANN GILLIGAN mgilligan@pnca.edu

ERIN DENGERINK edengerink@pnca.edu

AMY SANTOFERRARO asantoferraro@pnca.edu

MA IN CRITICAL STUDIES

SHAWNA LIPTON slipton@pnca.edu

MFA IN APPLIED CRAFT AND DESIGN

SARA HUSTON shuston@pnca.edu

MFA IN COLLABORATE DESIGN / MA IN DESIGN SYSTEMS

PETER SCHOONMAKER pschoonmaker@pnca.edu

MFA IN VISUAL STUDIES

PETER SIMENSKY psimensky@pnca.edu

MFA IN VISUAL STUDIES LOW-RESIDENCY

AERON BERGMAN abergman@pnca.edu

DIRECTORY

Admissions/Enrollment	503.821-8972
Director of Admissions	503.821-8973
Director of Graduate Admissions	503.821-8975
Academic Affairs/BFA	503.821-8891
ArtHouse	503.467-4909
BridgeLab Career Center	503.821-8937
Accounts Payable Office	503.821-8948
Communications and Design	971.242-3862
Continuing Education	503.821-8967
Curator	503.821-8969
Development/Advancement	503.821-8886
Counseling Office	503.821-8936
Events Coordinator	503.821-8961
Facilities & Maintenance Office	971.242-3882
Facilities Manager	971.242-3859
Financial Aid	503.821-8971
Human Resources	503.821-8917
Information Technology	503.821-8916
Information Technology Help Desk	503.821-8906
International Studies	503.821-8888
Library	503.821-8966
Mental Health Counselor	503.318-7736
Media Resource Center	503.821-8934
Photo Office	503.821-8933
Print Office	503.821-8885
President's Office	503.821-8881
Registration	503.821-8903
Safety 1	503.621-2061
Safety 2	503.539-1192
Student Accounts	503.821-8971
Student Life	503.821-8902

**PACIFIC
NORTHWEST
COLLEGE OF
ART**